

Friends of the Sharon Public Library Minutes, Board meeting on October 21, 2019 – held at Sharon Public Library

Prepared by: Joanne Blatte

Present: Elizabeth Kassab, Carolyn Weeks, Kate Mason, Joanne Blatte, Kirstin Gray, Michael Della Bitta, Amity Kelley, Giselle Princz, Lee Ann Amend (library director), Lonnie Friedman (OBOT Treasurer)

Key Tasks assigned at this meeting:

All:

Brainstorm themes for silent auction baskets

Alice:

Adopt a Book as needed

Amity:

Bake for annual meeting

Carolyn:

Bake for annual meeting

Elizabeth:

Contact Sweethearts Three Fine Chocolates re fundraiser

Giselle:

Handle memberships, as needed
Prepare financial report for annual meeting
Prepare 2019-2020 budget

Joanne:

Manage Website and Facebook
Update membership form
Email Lee Ann potential speakers on suffragettes

Kate:

Handle membership, as needed
Bake for annual meeting

Lee Ann:

Ask Karen Mafera to prepare museum pass usage report
Look into suffragette speaker

Prior to meeting Kirstin announced her resignation from the board at the end of this month. She has agreed to continue to help us with some flyers and to redesign the town-wide mailing to meet revised postal specs.

Kirstin motioned to approve September minutes
Amity seconded
Motion passed

Lonnie Friedman from OBOT thanked us for being their financial agent/bookkeeper. They want to keep the relationship going. OBOT received large donations from Connie and Dan Mayo and Whitney Place that should keep them going for 2-3 years. They have selected the 2020 author and are waiting for the contract to be signed.

Financial Report:

Lee Ann explained that there is a change in how our funding must be handled. The library has to submit a financial report to the state in order to receive state aid. The library cannot include any patron activities in this report (e.g. museum program passes) that the Friends fund. From now on, the Friends will provide funding quarterly into a non-appropriated municipal income account (donation account) and the library will pay the invoices. This will reduce Giselle's tasks.

We will continue to pay the invoices for non-patron based items – Constant Contact, Event Keeper, and furniture.

We reviewed September financial report. Lee Ann's wishlist costs more than the money we have in the bank. We decided that we will provide our funding on a quarterly basis.

Lee Ann will ask Karen Mafera to prepare a museum pass usage report. Giselle will prepare a budget based on our current cash and expected income.

Given our limited cash in bank we should consider asking for larger donations from our sponsors or finding a new sponsor.

Rental books and DVDs are not making money or even covering costs. We decided to stop funding rental books and DVDs.

Michael motioned to accept financial report
Elizabeth seconded
Motion passed

Annual Meeting:

Peter Kahle, a local author and publisher, is speaking on the Horror genre.
Library staff will set up the room.
Board members should arrive at 6 pm. Amity, Carolyn, and Kate agreed to bake.

Library has cups, plates and napkins.

Paint Night:

No one signed up so we are canceling this event.

Board members should take down flyers. Joanne will remove from Facebook and Website.

Board Membership:

Joanne will change the website and membership form to remove rental book/DVD as a benefit at certain membership levels.

We discussed a better way to handle book sale certificate. We decided to simply email the member and tell them to bring their phone or a print out of email as proof of the certificate. Kate (or membership chair) will also indicate on cashier membership list who received a gift certificate.

Fundraising and Events:

Books in a Basket: Board should think of themed ideas for books to be auctioned at library. Books for the theme will be selected at the book sale. We then will set up a silent auction at the library. People will put in a slip with their bid. The highest bid gets the basket. We would set a \$15 minimum bid

Joanne will email Lee Ann with potential speakers on Suffragettes. The League of Women Voters are interested in co-sponsoring this event.

Other fundraising suggestions were cheese tasting and chocolate event.

Elizabeth will contact Sweethearts Three Fine Chocolates to see if they are interested in doing an event in January/February for Valentine's Day or March (pre-passover and Easter) with us - <https://www.sweetheartsthree.com/>

Director's update:

Meeting with state and Standing Building Committee is on Wednesday. The School St. building is coming down in the Spring.

Kate Salfender is interested in joining the board or helping out. Kate (Mason) will contact her.

Meeting dates:

We reviewed our future meeting dates and revised for holidays

11/18, 12/9, 1/13, 2/10, 3/9, 4/13, 5/11, 6/8

May 14-17 is the book sale and book collection will be 4/27-5/12

Annual meeting is Wednesday, October 30th. Our next board meeting is Monday, November 18th at 7:30 pm.

Giselle motioned to adjourn
Elizabeth seconded
Meeting adjourned