

# Friends of the Sharon Public Library Minutes, Board meeting on Feb 11, 2019 held at Sharon Public Library

Prepared by: Amity Kelley (Revision 2.13.19 Kate)

**Present:** Kate Mason, Elizabeth Kassab, Amity Kelley, Giselle Princz, Kirstin Gray, Zuneira Rafiq, Carolyn Weeks

January minutes - Kirsten moved to approve, Elizabeth 2nd

Financial Report - Had the wrong version to review so discussion was tabled and Giselle will send out current version via email.

## Updates:

Kate met with Zuneira regarding membership. They will update the list for Joanne to send an email at the end of February to potential book sale volunteers.

Adopt-a-book - Giselle will send Powerpoint of the book plate to Jen at the library who has offered to print book plate labels and insert into books.

Cottage Street School PTO sent request for book sale gift certificates for the fun fair. Elizabeth moved, and Giselle 2nd that we send 2 gift certificates for the book sale to each elementary school PTO, as has been the practice in the past. Kirsten will update the gift certificate for this year.

Paint Night update - 6 sign-ups so far. Thursday February 14 is the discount cutoff but we will continue to sell through February 28th. Kirsten will send another email and ask Joanne to add to Facebook Sharon What's Up.

Next steps for Sharon Foundation donation - Asked the foundation members who were in the building (Cheryl and Sarah) about completing the pledge form and when payment would be due. Cheryl said first payment by end of 2019 and pledges before May town meeting. The Friends will have visibility on both floors. Kirsten moved, Elizabeth 2nd to sponsor the mural for \$10,000 over 7 years (earlier if money available). Kate will complete the pledge form.

Foundation and Trustees request - Carolyn

Trustees request that a flyer supporting the Library Vote at Town Meeting be included in our town-wide mailing set to go out in late April.

- The foundation will create the flyer and send it to Kirstin by March 10
- Kirstin will include the flyer with The Friends materials to be printed.
- The Foundation will reimburse the Friends for the cost of printing the flyer and any charges for mailing if extra weight. Zuneira will scope out print costs for 1 or 2 sided Foundation Flyer. The Foundation is printing lawn signs on their own too.
- Kirstin requested the Foundation help at mailing stuffing session on April 16th.

Legislative breakfast - February 8th breakfast was very informative with Senators Timilty and Feeney and Rep. Kafka in attendance along with Selectman Bill Heiten and directors from several different libraries. Kate shared the agenda and some of the materials from the meeting. MBLC Commissioner Les Ball offered to assist Foundation with their strategy. He was on the Scituate Library Foundation and has successfully raised funds for that library. Zuneira was going to contact Lee Ann for Les' contact info so she could reach him to discuss.

## Used Book Sale

Task List: Kate updated the Book Sale task list and will update again after this meeting and send out to everyone.

Sponsors: Haven't heard back from sponsors so Elizabeth and Kirsten will follow-up with their respective contacts. Need to have commitments by approximately March 10 to add to the materials to be printed.

Publicity: Kirsten will add our book sale dates sale to book sellers websites.

Town-wide mailing:

Stuffing party set for Tuesday April 16th in the Community Room so that the mailing can get to Post Office by 4/22 and mailed by 25th or 26th. Need more volunteers to stuff about 6600 pieces. Must get mailing documents to printer before 3/26 to the printer so they have 3 weeks to prepare.

Materials: Kirsten showed new versions of the membership, adopt-a-book forms and we discussed possible changes to museum pass flyer but ended up with no changes. Kirstin welcomes input.

Printer: Kate will send contact info for PrintMaster in Norwood to Kirsten to get a price from them too. We have used Print Works.

Collection Set-up: Reviewed other tasks on the calendar and found the 4/29 table set-up had conflict with Trustees date for New Library Info night (3 dates for that are 3/18, 4/7, and 4/29). Therefore, table set-up moved to Tuesday morning, 4/30 (same day drop offs start). Carolyn will contact Nancy to see if we can pick up tables that morning at 9 am.

Pricing: We are all okay with current used book price list.

Vintage books: Kate will ask Lee Ann if the Brattle Bookstore owner who spoke at the library might be interested in reviewing our antique/vintage books so we can get an idea on the value.

Collection guidelines: Kate will circulate the guidelines to what we will accept this year.

Sorting: Start collecting boxes now.

Left over books: Kate to Ask Lee Ann whether "more than words" book people will take leftovers again this year.

Kate to ask Lee Ann about securing a dumpster.

Bake Sale: Confirmed a Saturday bake sale with the Blatte family in charge of selling.

Kate will ask Giselle to complete the W-9 info for the Sharon Culture Council.

Kirsten moved to adjourn, Elizabeth 2nd.

### **Key Tasks assigned at this meeting:**

**Kate:** Circulate book donation guidelines and updated book fair task list

- will ask Giselle about W-9 info
- w/Zuneira will update membership list
- Will send PrintMaster Norwood contact info to Kirsten
- will connect with Lee Ann about: dumpster; help with table from and back to Nancy's; contact with More Than Words and a book expert for antique books

### **Kirsten:**

- Send another paint night reminder
- Update the book sale gift certificate for elementary schools
- Follow-up with sponsors
- Add book sale to book sellers websites
- Get a price quote from PrintMaster Norwood

**Elizabeth:** Follow-up with sponsors

**Giselle:** send updated financials to Board via email

**Amity:** Continue to send adopt-a-book recognitions/certs/thanks  
Send tonight's minutes to Kate

**Zuneira:** Follow-up with Les Ball for Foundation  
Get print estimates for foundation page  
Work on membership list with Kate

Not present, but questions:

**Lee Ann** - what is meaning of adopt-a-book reference

**Joanne** - Times for stuffing?  
Add mention of paint night to what's up sharon in FB