

Friends of the Sharon Public Library Minutes, Board meeting on August 31, 2020 – held via Zoom due to the library being closed

Prepared by: Joanne Blatte

**Present:** Kate Mason, Joanne Blatte, Amity Kelley, Carolyn Weeks, Alice Cusner, Elizabeth Kassab

The town of Sharon has closed the library to public meetings in order to slow/stop the spread of the coronavirus so this meeting was held via zoom.

**Key Tasks assigned at this meeting:**

**All:**

Seek someone to replace Giselle as treasurer  
Mark calendars with meeting dates

**Alice:**

Adopt a Book in honor of Tina Cassidy and in memory of Bob Levin  
Adopt a Book, as needed  
Contact Suburban Shopper about blurb about bins  
Contact local hand cream biz about staff gifts

**Amity:**

Set up Zoom meeting for our next board meeting when needed

**Carolyn:**

Keep us updated on trustees' and new library issues

**Elizabeth:**

Send out email to members, as needed  
Work with Lee Ann on Janet Parnes zoom program  
Contact Sweethearts Three about staff gifts

**Giselle:**

Handle memberships, as needed  
Write up treasurer job description and tasks

**Joanne:**

Manage Website, Facebook, Instagram, and Twitter  
Price postcards on Etsy and other sources

**Kate:**

Handle membership, as needed

Price postcards on Amazon

**Lee Ann:**

Provide an update on museum passes at our next meeting  
Work with Elizabeth on Janet Parnes historical portrayal

Alice motioned to approve July minutes  
Amity seconded  
Motion passed

Financial Report: Giselle and absent

At next meeting, we will need to determine budget for next year (or at least 6 months)

Giselle is stepping down as treasurer but has agreed to stay on until we can find a replacement. Kate will ask Giselle to write up a job description and details to help recruit a new treasurer.

Lee Ann provided list of museum pass usage in August (very limited). Kate will ask Lee Ann and Karen Mafera to provide more information. Have expiration dates been extended or costs reduced? Are there some passes we need to renew in Fall? Are there some we should discontinue?

Meeting dates:

We agreed on the following meeting dates  
9/21, 11/2, 12/7, 1/11, 2/8, 3/8, 4/12, 5/10

Book Bins:

Bins are in place at Shaw's Plaza. They have already filled up after one week. Bay State Books will empty the bins on Wednesday. Kate will push the books to the back of the bins on Tuesday morning and Elizabeth will do the same on Wednesday morning.

Joanne posted on our Website and Facebook. Kate posted flyers around town. Due to COVID, the Suburban Shopper has changed the policies around event postings. Alice will keep in touch with them for a future posting. (post meeting: blurb should be going in this week or next week). Lee Ann sent email to all patrons and it is on the sandwich board outside the library.

Later this week, Joanne will send an email to book sale volunteers reminding them to renew or donate.

Joanne priced printing and sending a postcard to all residents. Cost was \$3800 which is too much since we aren't raising money from the book sale. Joanne suggested we send a personal postcard to members reminding them to renew. A Postcard stamp is 35¢. Kate will look into the cost of Avery postcards or postcards from Amazon. Joanne will look into Etsy and other sources.

Amity has discarded rental books/DVDs stored at her house. We decided that we don't have enough books or DVDs to make it worth trying to sell them. Amity will donate the books in our bins and offer the DVDs to local places like Whitney Place or Epoch. Amity will give Elizabeth the Tina Cassidy book.

Thank You Gifts for Staff:

Many Friends groups are giving staff little gifts to show their appreciation for working during this difficult time. Kate showed us a mock candy bag with a notecard that says "You are worth a mint". Library has 25 employees. Elizabeth and Alice mentioned that Sweethearts Three is sadly closing the store. Elizabeth will contact Sweethearts Three to see if we could purchase the candy bags from her. Alice also mentioned a local business that makes hand cream and will contact them about gift suggestions.

Lee Ann gives staff \$10 Angels gift card and the Trustees recently approved 12/26 as a paid day off for staff as show of appreciation.

Amity motioned to spend up to \$150 on staff appreciation gifts

Alice seconded

Motion passed

Programming:

Janet Parnes (<https://women-history.com/>) has offered to do a free zoom presentation for the Friends. She typically portrays historical women. She did a presentation at Sharon Library last October. Elizabeth suggested a portrayal of Deborah Sampson and will work with Lee Ann to organize.

Tina Cassidy:

Tina Cassidy has agreed to appear via Zoom for free on October 8<sup>th</sup> at 7pm. We will hold our annual meeting at 6:45pm. This program is co-sponsored by the League of Women Voters of Sharon-Stoughton. Joanne arranged for Veronica Wiseman to moderate and SharonTV will record the talk. Elizabeth will read the book and develop some questions for Veronica to ask. Amity will monitor chat questions from the Zoom audience and share them with Veronica to be asked

Annual meeting will be as follows: Kate will welcome everyone, present the financial report and a quick recap of the year (and future), have us vote on slate of officers, and remind everyone about membership

Kate will create a few slides that can be shared while she talks and a slide to go at the end of the meeting with contact information for the Friends and The League of Women Voters.

Kate will then hand-off to Veronica. Veronica will introduce Tina Cassidy and thank the Friends and League for sponsoring. Tina will speak about her book and then Veronica will ask questions – her own, from us, and from the audience chat

Joanne will put the slate of officers on the Website.

We also discussed other marketing options for membership and donations. Could we send a targeted email using Lee Ann's email database to patrons who registered for a library program in the past year. The email wouldn't be personalized. It would simply include an ask for members/donors and highlight that we raise money to support the library's programming.

PayPal:

Joanne explained that PayPal has another type of donation button option. It includes 3 pre-set dollar amounts and an open-ended option. Currently our donation amount is open-ended only. We could use it for our new Give \$20 in 2020 and see how it goes.

Trustees:

The trustees are still waiting for zoning board written ruling. There is a chance that they might re-open the hearing to discuss again.

5 people are being interviewed for open trustee position.

Our next meeting is 9/21 at 7pm

Alice motioned to adjourn

Amity seconded

Motion passed