

Friends of the Sharon Public Library Minutes, Board meeting on January 13, 2020 – held at Sharon Public Library

Prepared by: Joanne Blatte

**Present:** Carolyn Weeks, Kate Mason, Joanne Blatte, Alice Cusner, Amity Kelley, Michael Della Bitta

**Key Tasks assigned at this meeting:**

**All:**

Look for items for a Valentine's Day basket

Promote Spring speakers

Check/confirm schedule for selling raffle tickets

**Alice:**

Adopt a Book as needed

**Amity:**

Compile Valentine's basket

Get input from Lee Ann on timing for selling raffle tickets

**Carolyn:**

Provide cash box for raffle ticket selling

**Elizabeth:**

Work with Sweethearts Three Fine Chocolates on fundraiser

Seek sponsors

**Giselle:**

Handle memberships, as needed

Get mints to Amity

**Joanne:**

Manage Website and Facebook

Ask LWV members if anyone would lead a book discussion

Obtain price for printing the town-wide mailing

Coordinate with Sustainable Sharon on reusable bags

Coordinate pick up and returning of tables for booksale

**Kate:**

Handle membership, as needed

Coordinate reusable bag donation from Shaw's

Bring in book sale banner to be updated

Print lawn sign stickers

**Lee Ann:**

Confirm status of Plimoth Plantation and Harvard Museum passes  
Confirm that Eventkeeper and Constant Contact are covered in library budget

**Michael:**

Begin redesigning town-wide mailing

Michael motioned to approve December minutes  
Amity seconded  
Motion passed

Lee Ann still needs to look into Plimoth Plantation (check was never cashed) and Harvard Museum passes

**Financial Report:**

Giselle will check with Miki about the anonymous donation to make sure we received it and record it properly

Constant Contact and Event Keeper were not included in Lee Ann's wish list. Kate will confirm that Lee Ann will cover these costs in the library's budget.

Michael motioned to accept the financial report  
Amity seconded  
Motion passed

**Mural in new library:**

Kate presented wording for our dedication. It will say "Given by the Friends of the Sharon Public Library"

**Spring Speakers:**

- 1) Pat Jordan on 2/13 at 7 pm – 8 pm (snow date of 2/20) – Portrayal of Carrie Chapman Catt: Suffragist Leader & Founder of the League of Women Voters. Sponsored by the Friends, the LWV, and the Vets. Vets will bake for this event.
- 2) Tina Cassidy Book Talk on her book *Mr. President, How Long Must We Wait?* on 4/23 at 7 pm. Sponsored by the Friends and LWV. Friends will bake for this one.

We all have flyers and should post around town.

**Valentine's Day Fundraiser:**

Elizabeth will work with Sweethearts Three Fine Chocolates on how to track orders. Joanne suggested that they can either 1) put a note section on the PayPal form so people can enter a code or 2) create a new PayPal button and link that we could email members and post on flyers.

### Basket fundraising:

We cannot sell raffle tickets online and library staff cannot sell tickets. We decided to try raffling off a valentine's themed basket. We thought we could sell raffle tickets at our February 13<sup>th</sup> speaker event and at the library on Saturdays leading up to the event. Amity will ask Lee Ann when the library (upstairs and downstairs) is busiest (maybe we don't need to be there all day) and if there is any other programming event in early February that we could attend to sell raffle tickets.

### Volunteer Schedule (if needed)

2/1: 10-12 Amity, 12-2 Giselle, 2-4 Michael

2/8: 10-12 Carolyn, 12-2 Joanne, 2-4 TBD

2/25: 10-12 Carolyn, 12-2 TBD, 2-4 Amity

Amity agreed to manage basket creation. Kate gave Amity a basket with some valentine themed items. Giselle has mints to donate. Amity will seek out more items for the basket. Everyone should check their houses for any other items we could include.

We decided to charge \$3.00 per ticket or 2 for \$5.00

Carolyn will provide cash box

### Book Sale:

Kate spoke with Shaw's about donating reusable bags. Shaw's says they can donate 10¢ reusable plastic bags (made from recycled material). Joanne has contacted Sustainable Sharon to see if these would be okay.

Kate will bring the banners to be updated. Joanne will ask Kirstin who printed the lawn sign stickers. (Post meeting update: Signorama does both the banner and stickers so Kate will order both).

### Town-wide mailing:

Joanne provided pricing costs from printer. They want to charge \$1,330 to stuff, seal and sort the envelopes. The envelopes have to be sorted in a specific delivery order for post office. Printer says that he could tell us how to prepare the mailing if we want to do this ourselves. We decided to not print the return envelope this year since most people renew online, at the booksale, or drop off form at the library

Carolyn will ask Millie who the COA uses to print their mailings and how they are prepared.

Joanne will ask Lee Ann to confirm when we can move-in the tables for sorting. She will also ask if DPW can help move the tables from/to Nancy's house. Joanne will also ask Nancy when we can pick up the tables from her house and return them to her house.

Next time we will discuss if we want to accept textbooks and sell them to a reseller prior to the sale.

We agreed to purchase a gift card for Gary, but nothing for staff.

One Book, One Town: April 4 is the author event.

Director's and Trustees update:

Lee Ann and trustees held a meeting with neighbors to the new library

Our next board meeting is Monday, February 10<sup>th</sup> at 7:30 pm

Alice motioned to adjourn

Amity seconded

Meeting adjourned

### Book Basket Themes

January	Winter, Martin Luther King, Resolutions – getting in shape, eating healthy, Chinese new year
February	Valentines/romance, chocolate, black history, presidents, sports (superbowl)
March	Women in history, dr. seuss (bday)
April	Weather, finances, business, eco-friendly, poetry, College Prep
May	Flowers, Mothers, Parenting, New baby, New England
June	Fathers, Flags,
July	American history, History, BBQ, Travel/Country
August	Beach, Solar, travel
September	School, Education, Kids
October	Halloween, explorers
November	Thanksgiving, Pilgrims, novels, how to be a writer, elections/politics, Classics and Modern Day Pairings, Military/Vets
December	Holidays, Snow, Kids, Hobby books