

**Friends of the Northborough Library, Inc.**  
**May Meeting Minutes**  
**May 26, 2017**

Present: Ellen Church, Lisa Gardner, Diane Cappelmann, Chris Lindquist and Chris Hodge.

The meeting was called to order at 7:05PM by Ellen Church. Lisa Gardner made a motion and Chris Hodge seconded it to accept the minutes from the previous meetings. They were unanimously accepted.

Financial Report: Chris Hodge was present and presented the May financial report. Total Income: \$2,673.28; Total Expense: \$485.50; Net Income: \$2,168.38.

We received an additional \$141.00 from Skinner for an item sold from the Antique Appraisal Day.

We also received \$100 for the purchase of some books during the Big Book Sale. The items had inadvertently not been paid for – the purchaser rectified the situation after we notified him.

Amazon/EBay: On line sale reports for May were submitted. They are as follows: Ellen Church: \$427.88; Diane Cappelmann: \$154.01; Lisa Hodge: \$19.61; John Matraia: \$18.74; Catherine Foster: \$26.24. Sidney Field did not report this month.

Trustee Report: Chris Lindquist was present. Please see attachment for the full Trustees report.

*Development Committee:* The RFP for a fundraising consultant has been posted the committee has received 5 inquiries so far. Will narrow it down to the top 3 and will have them give their presentations mid-June.

*The Marketing & Branding Committee:* Stirling has one more deliverable to provide – the welcome packets. They should be ready by the end of June and in use by July.

Lisa Hodge will provide the library with the Friends membership forms to be put into the presentation folders that are given to new library patrons.

*Technology Committee:* The new digital display will be installed in the Children's room by stroller parking within the next couple of weeks. Total estimated cost \$1,500.00.

*Proposed 3<sup>rd</sup> Thursday Openings:* John Coderre will be attending the June 13<sup>th</sup> Board meeting to discuss this proposal. The Friends discussed the possibility of matching the town's donation to help get this project off the ground.

*The Apple Café:* First one held on May 3<sup>rd</sup> was a success. The next one will be on June 7<sup>th</sup>.

*Wish List Request:*

- Children's is looking for \$1,600.00 to cover the cost of materials to build a customized cottage display. Dave Bissett has generously donated his time and labor for this project.
- Plymouth Rocket subscription - \$1,450.00. This item is already included in our FY2017 budget and does not need to be voted on.
- Chris Lindquist is seeking \$50 as reimbursement for money spent on refreshments for last night's Evening of Art and Music.
- Going forward, Chris Lindquist is seeking \$150.00 to cover the cost of refreshments for the next 5 programs sponsored by Adult Services from June-October.

Chris Hodge made a motion to approve \$200.00 for refreshment reimbursement (includes the \$50 owed to Chris

Lindquist). Diane Cappelmann 2<sup>nd</sup> it and was approved unanimously.

Chris Hodge made a motion for \$1,600.00 for the materials for the cottage. Lisa Gardner 2<sup>nd</sup> and it was passed unanimously.

Membership: Lisa Hodge was not present. We currently have 106 members.

### **Old Business**

Basket Raffle: Lisa Hodge had 30 baskets and lots of new donors this year. The event was a success raising \$1,832.00.

Service Award: Jennifer Lee of Algonquin Regional High School. She received her award earlier this month. We hope she will contact us so we can arrange for a photo op.

Summer Reading Book Sale: The 2<sup>nd</sup> Annual Summer Reading Book Sale will be held June 2<sup>nd</sup>-3<sup>rd</sup> in the Children's Craft Room.

Applefest Book Sale: The Applefest Book Sale will be held on Saturday, September 16<sup>th</sup>. We are currently looking for someone to co-chair this event. Ellen will be out of town.

### **New Business**

Free Furniture: A Westboro business has closed and donated all their furniture to non-profits in the area. The Friends got 2 small bookcases. The reference office received a desk. The library has a new podium and the Children's room received a new desk. Ellen is asking to be reimbursed for \$35 for incidental costs that were incurred getting the items to the library.

Chris Hodge made a motion to reimburse Ellen Church \$35.00. Diane Cappelmann 2<sup>nd</sup> and the motion passed unanimously.

Dr. Seuss Museum Passes: The new Dr. Seuss Museum will be opening up this weekend in Springfield, MA. The Children's room requested the Friends purchase 2 Springfield museum passes at \$100/pass. The Springfield Museum pass not only allows you to visit the Dr. Seuss Museum but also two art museums, the natural history museum and the Dr. Seuss gardens that are all on the same premises. We realized for an additional \$50 you can receive 3 passes.

For the summer, it may be very difficult to actually get into the Dr. Seuss museum because of the large crowds. Patrons will be made aware of the situation and will be told that they can get into the other museums with this pass.

Chris Hodge made a motion for \$250 for 3 Springfield Museum passes. Lisa Gardner 2<sup>nd</sup> and it was passed unanimously.

Donation Vacation: Please DO NOT make any book donations during the month of June.

Next Meeting: Wednesday, June 28<sup>th</sup>, 2017 at 7:00PM. The meeting was adjourned at 8:05PM.

Respectfully submitted,

**Friends of the Northborough Library  
Library Director's Report  
May 31, 2017**

**Personnel**

- No news.

**Library Trustees**

- Development Committee:
  - We have received 4 proposals in response to our RFP for a fundraising consultant and a review subcommittee will be deciding which firms we would like to invite to give presentations to the committee in the June 15 – June 30 timeframe.
- Branding & Marketing Committee
  - Stirling Technologies is preparing to deliver our final deliverable as part of our flex retainer agreement, in June. The final design piece will be our new Welcome packets, which we are hoping to have ready by the end of June for the start of Summer. We are planning to order about 1,000 presentation folders, and perhaps 500 for Children's Services with their own logo on the front.
- Technology Committee
  - We have all of the components for the new digital display in Children's Services and we are anticipating our electrician will be doing the installation in the next couple of weeks. The total estimated cost, including installation, will be about \$1500.

**Proposed "Third Thursdays" @ the Library pilot project beginning in January**

- We will be meeting with John Coderre at the next Board meeting on June 13<sup>th</sup> to discuss our operating hours, including the pilot proposal.

**The Apple Café**

- We held our first memory café on May 3<sup>rd</sup> and will be holding our next café on June 7<sup>th</sup>. I appeared with Carol DeRienzo on Bergeron Briefs at NCTV today, where we discussed the memory café and the support we have received from the community.

**Gale Forecast – Special Summer Reading issue for June – July**

**Wish List Requests:**

- Children's Services: \$1600 for materials for a customized "cottage" display unit being built by Dave Bisset
- \$1,450 for subscriptions to Plymouth Rocket's online event keeper and tixkeeper products
- \$50 for Chris Lindquist (reimbursement for refreshments at the Evening of Art & Music program on

May 30<sup>th</sup>)

- \$150 for refreshments for the next 3 programs sponsored by Adult Services in the June – October timeframe

Total: \$3,250