

Friends of the Northborough Library, Inc.
October Meeting Minutes
October 25, 2017

Present: Ellen Church, Lisa Gardner, Chris Hodge, Chris Lindquist, Lisa Hodge, Sandra Harris, Carol DeRienzo and Diane Cappelmann.

The meeting was called to order at 7:00PM by Ellen Church. A motion made by Chris Hodge to accept the minutes from the previous meeting was seconded by Lisa Hodge. It passed unanimously.

Financial Report: Chris Hodge was present and provided the October financial report. Total Income: \$1,220.29; Total Expense: \$1,852.43; Net Income: -\$632.14.

Amazon/EBay: On line sale reports for October were submitted. They are as follows: Ellen Church: \$300.07; Diane Cappelmann: \$146.25; Lisa Hodge: \$24.05. John Matraia, Catherine Foster and Sidney Field did not report this month.

Trustee/Director's Report: Chris Lindquist was present to provide the October report to the committee. Please see attachment for the full report.

Personnel: Melissa Chase from Children's is leaving as of November 1st. They will be looking for a full time replacement.

Trustees: The board is still looking for a replacement for Jack Sharp who stepped down last month. They are hoping to have the position filled by the end of November.

The Development Committee: Met on October 23rd to discuss prospective donors and supporters list with Bill Carlton.

Technology Committee: Meeting with MLS Advisor Anna Pope about new digital signage out front. Also moving forward with new digital display for upstairs in adult area.

3rd Annual Appeal: The 3rd Annual Appeal letters went out last month.

150th Library Anniversary Committee: The Board of Trustees formed a 150th Anniversary Committee. Initial meeting will be November 7th at 6:30.

FY2019 Budget Request: Chris Lindquist will be submitting his 2019 budget. He will be asking for funding for partial restoration of lost library hours.

Membership: Lisa Hodge was present. We currently have 101 members.

Old Business

Applefest Letter: Ellen Church has written a letter to Michelle Gillespie and the Applefest Committee stating that the Friends support the Applefest street fair moving back to Saturday's.

Children's Book & Media Sale: The Children's Book & Media Sale will be held November 1st-4th. Set up will be October 30th-31st. Lisa Hodge is chairing the event.

Friends Graphic Design: Ellen Church did submit a form to ARHS for them to post in the CRC. We are still looking for a volunteer. Ellen plans on reaching out to teachers in the Art Department for some suggestions.

Harvey/Irma/Maria Flooding Collection: The new collection box put out to support Puerto Rico after hurricane Maria has raised \$130.00 for the month of October. During the month of September we raised \$264.00. We

will be dividing up the money previously collected for Harvey & Irma and splitting it evenly between Texas and Florida. Thank you to all that donated to support libraries in Texas, Florida and Puerto Rico.

More Than Words: Deb Hersh has decided to pass on using More Than Words to handle discarded library books at this time.

Holiday Trolley Book Sale: The Holiday Trolley Book Sale will be held on Friday December 1st and Saturday December 2nd. Ellen Church will chair this event.

New Business

Philosophy Question: The unused \$450.00 allocated for the Art of Weight Control series will not be issued to the library. The class has completely filled on its own and so is completely funded.

Nominations for Friends 2018 Board: The slates of nominees for the Friends of the Northboro Library 2018 Board are:

Ellen Church, President
Chris Hodge, Treasurer
Lisa Hodge, Membership
Lisa Gardner, Clerk

Sandra Harris, Director
Diane Cappelmann, Director
Carol DeRienzo, Director

Voting on will take place at the November meeting.

Next Meeting: Wednesday, November 29th, 2017 at 7:00PM. The meeting was adjourned at 8:15PM.

Respectfully submitted,
Lisa Bazarian Gardner

Friends of the Northborough Library
Library Director's Report
October 25, 2017

Personnel

- Children's Library Assistant Melissa Chase's last day will be November 1st. We will be seeking a full-time replacement and hope to fill the position by the end of January. Some of our other part-time staff will be filling in in the meantime. We may also be contracting with a temp. from Bibliotemps, a service of the Mass. Library System (MLS), in order to help cover the children's desk.

Library Trustees

- The Board is seeking a replacement for former Trustee Jack Sharp, who resigned last month. We are hoping to fill the open seat by the end of November. Please feel free to recommend or refer any prospective candidates to me or to Michelle Rehill.
- Development Committee:
 - Met on October 23rd to discuss lists of prospective donors and/or supporters, some of whom fundraising consultant Bill Carlton will meet with as part of his feasibility study. Bill was in attendance at the meeting and asked to meet with each of our current Trustees, as well as other people from the community, in order to get their input on the list of people, our proposed blended case statement, which will be drafted in the next 4 – 6 weeks, and to discuss the feasibility study.
 - Next committee meeting: TBA in December or January.
 - Consulting fee: \$10,000 from the Board and \$5,000 from the Friends.
 - Initial payment - \$2,500 from the Board; 2nd payment from the Friends (mailed this week)
 - Additional payments (dates TBA) - \$7,500 from the Board and \$2,500 from the Friends
- Our 3rd annual fund appeal letters went out in early October and we are starting to receive donations, both in check form and via our website; a 2nd reminder letter will go out in November (date TBA). I will report on our progress at the next Friends meeting.
- Pending the approval of Michelle Rehill, we may also be inviting Kelly Stimson, from the Greater Worcester Community Foundation, to a future meeting of the Board to discuss establishing a permanent endowment funds separate from the Town and the Friends so that donors can gift restricted/unrestricted funds to the Library during their lives, or as part of a bequest.
- Technology Committee
 - We are meeting with MLS Advisor Anna Popp, who consulted with us on our branding and marketing plan, on Friday, Nov. 3rd to get her input on our proposed signage plan, as well as our 2nd digital display sign. We have approximately \$1700 in funds leftover from the \$3,500 in funds the Friends approved for our digital displays. With Anna's input, we will decide the best location for another display targeting adults and teens and will plan to install that early in the new year.
- The Board formed a new 150th Anniversary Committee, chaired by Trustee Mitch Cohen. Trustees Michelle Rehill and Ralph Parente are also on the committee. The initial planning meeting will be Nov. 7th @ 6:30 pm.

Proposed FY2019 Budget and Proposed Partial Restoration of Hours: Thursday evenings from 5:00 – 8:30 p.m.

- I submitted our proposed budget and asked for appropriated funds from the Town as part of our FY2019 Supplemental Services Request in order to fully or partially restore the Library's operating hours starting in Sept. 2018, as part of our FY2018 Budget. We are continuing to advocate and seek Town funding as part of this ongoing effort.
- Donations from this year's annual appeal will also go towards this effort. To date, we have raised approximately \$27,000 in our first two annual appeals.
- In order to fully restore our hours (an additional 6 hours/week), we would need an additional \$60,000. In order to partially restore our hours on either Thursday evenings or Monday mornings, we would need approximately \$30,000.
- Dept. heads will be meeting with Town Admin. and the financial team in January-February, followed by public meetings in front of the Town's Appropriations Committee. We should have a much better idea of whether we will be able to restore some or all of our hours in FY2019 toward the end of February or early March, following those budget discussions, and following our 3rd annual appeal.

150th Anniversary

- The Library's 150th anniversary will take place in April 2018 (1868 – 2018) and we will be celebrating this important milestone with a year-long series of events, including (pending approval of the Board) a 150th anniversary Gala. Other ideas include a prominent place in next year's Applefest Parade, an Open House, swag such as tote bags, mugs, holiday ornaments or other items that can be used for fundraising purposes, including by the Friends, a special author event featuring well-known author and former Northboro resident Sarah Beth Durst, Summer Reading programs and events aligned with our history, etc.
- We discussed the fundraising possibilities this affords us at the our recent Development Committee meeting and Mitch Cohen will be presenting a more robust list of ideas for consideration by the Board at their Nov. 14th meeting. Ideally, the Board will agree to hold a Gala event sometime in February-March 2019, as the culmination of a yearlong series of events and activities in recognition of this important milestone. Penny Johnson and Stacey Incorvaia are two recent additions to the committee. One of the first orders of business on the agenda will be to discuss and hopefully name two Co-Chairs for the Gala Committee.
- The graphics designer at Stirling Technologies is working on preliminary designs for a special 150th anniversary logo that will be presented to the committee for their review on Nov. 7th.
- Once the logo has been designed and approved, I am hoping the Friends will be interested in using the logo on some "swag" that can be sold during the 150th anniversary year in order to raise funds for the Friends and raise awareness of the Library's history.

The Apple Café

- The next Apple Memory Café will be held Nov. 1st from 2:00 – 4:00 p.m.
- Carol has recruited volunteer Kim Iannicci to help us with publicity.

Gale Forecast – November 2017

- Will be published on Wednesday, Monday, November 1st. I will include a blurb about the Holiday Trolley Book Sale. Is there anything else you would like to include in the newsletter?

Evacuation Drill – October 27th @ 1:15 pm

- We will be conducting an evacuation drill on Friday, October 27th, as part of our Emergency Response planning effort. A formal ER Plan will be presented to the Board of Trustees at a future Board meeting. We are consulting with Police and Fire officials on many aspects of the Plan.
- As part of this effort, we are also conducting a risk assessment of our building in order to address any potential risks, which will include a walkaround of the building with a Fire Captain, an inventory of any potential risks and any recommendations the NFD may have to reduce the risks. I will update the Board of Trustees and the Friends Board on this effort at the November meetings. I anticipate we will need to address the storage capacity in the “cave,” as well as in the kitchen off the meeting room.

Future Wish List Requests/Already Approved Funds:

- New Teacher Breakfast: Date TBA in 2018
 - Food and refreshments for teachers and administrators (number of attendees pending) with catering provided by Millie Milton of C’est la vie Bistro: Up to \$500 was approved at the last meeting and that should be adequate
- Future request: Funds for a defibrillator (cost TBD) as part of our Emergency Response Plan
 - Still seeking quotes for this
- We intend to submit a new Wish List for 2018 at the January meeting of the Friends Board.
- We also intend to include a request for funds for new, lightweight folding tables for the main meeting room on that list.
- We were very successful in attracting 22 registered students for the Art of Weight Control series with Judy Palken. Since the Friends approved up to \$450 and class fees are covering the entire cost of the series (\$900 or \$100/class), how would the Friends like us to use the funds that were already approved? Judy will be paid by a check from the Town, since all of the student fees are being held by the Town until the end of the series, per the Town Accountant.