

Friends of the Northborough Library, Inc.
September Meeting Minutes
September 28, 2017

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

The meeting was called to order at 7:05PM by Ellen Church. A motion made by Chris Hodge to accept the minutes from the previous meeting was seconded by Diane Cappelmann. It passed unanimously.

Financial Report: Chris Hodge was present and provided the September financial report. Total Income: \$3,171.01; Total Expense: \$678.00; Net Income: \$2,493.01.

Amazon/EBay: On line sale reports for September were submitted. They are as follows: Ellen Church: \$467.13; Diane Cappelmann: \$176.77; Catherine Foster (August): \$93.71. John Matraia and Sidney Field did not report this month.

Lisa Hodge will be retiring from online sales. If anyone is interested in becoming an online book seller on behalf of the library please contact Ellen Church.

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

- Jack Sharp is retiring from the Trustee's Board. Thank you Jack.
- There is a search for a new member of the Trustees Board. They hope to have it filled by November.
- Next April is the kick off for the 150th Anniversary of the Northborough Library 1868-2018. Chris is currently planning several celebrations throughout the year - possibly holding some type of gala or ball, special events and selling various items to mark this important event.
- New Teacher Breakfast: Will not be held on Tuesday October 10th at 8:00am at the library. The teachers had a conflict. At this time, a new date has not been set.
- TBD: The purchase of a Defibrillator for the library as part of an emergency response plan.

FY2019 Budget Request: Chris is preparing his 2019 budget request and will be submitting it to the town in October. He plans to request funding for partial restoration of lost library hours.

Membership: Lisa Hodge was not present. We currently have 98 members.

Old Business

Summer Reading: Katrina sent the Friends a thank you note for our support of their summer reading program. They had 500 kids participate in the program. They had about 2,000 people attend various events throughout the summer.

Applefest: The Applefest Committee sent the Friends a thank you note for the donation we made.

Applefest Book Sale: The Applefest Book Sale was a success! We raised \$2,004.82. Thank you Mathy Jayachandran for co-chairing the event with Ellen Church. Thank you to all the volunteers that helped that day, we could not have done it without you.

Letter: We have been asked to write a letter supporting moving the Applefest Street Fair back to Saturday's. We will send a letter to Michelle Gillespie stating that whatever the town decides is fine with us, however the library is closed on Sunday's so we have to hold our book sale on 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. We are currently looking for volunteers to help with this event.

Please contact Lisa Hodge if you are interested.

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.

Apple Memory Cafe: The sub-committee Chris Hodge, Lisa Gardner met with Carol DeRienzo two weeks ago. A letter of Mutual Understanding was reached.

Chris Hodge made a motion to approve the Apple Café Mutual Understanding letter. It was seconded by Lisa Gardner and passed unanimously.

It was then signed by Ellen Church and Carol DeRienzo and witnessed by Chris Lindquist.

Harvey/Irma/Maria Flooding Collection: We will stop collecting for Harvey & Irma. We will total the amount collected and divide evenly between Texas and Florida. A new collection box will be put out to support Puerto Rico after hurricane Maria. Thank you to all that donated to support libraries in Texas and Florida.

New Business

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.

Mass. Friends Library Membership: The membership for the Mass. Friends Library Membership is due this month. It is \$30.00 for our 1 year renewal.

More Than Words: The library is currently looking for someone to take away library discard books. They had been using Big Hearted Books, but they are under new management and have been unresponsive to requests to pick up the books. More Than Words is out of Waltham. They are a non-profit and run a book store as well as sell on line. They give jobs to at risk kids. It is uncertain whether or not they would be willing to come to Northborough for our donated books, but Deb Hersh in Adult Services will be reaching out to them this week. Ellen had made the suggestion of making a monetary donation to them to make it worth their while. We will wait to see what their response is once Deb talks with them.

Friends of the Northborough Library Board Position Elections: October is the nomination period for the Friends Board leadership positions. If you are interested in running for one of these spots, you should be present at the next meeting. Voting is in November.

Next Meeting: Wednesday, October 25th, 2017 at 7:00PM. The meeting was adjourned at 8:30PM.

Respectfully submitted,
Lisa Bazarian Gardner

Friends of the Northborough Library
Library Director's Report
September 27, 2017

Personnel

- Nothing new to report.

Library Trustees

- Trustee Jack Sharp has formally resigned from the Board. Previous candidate Lou Gaviglia has withdrawn his name due to another Board commitment, though he will continue to serve on the Development Committee. We are hoping to fill the open seat in time for the November Board meeting.
- Development Committee:
 - Met on Sept. 20th to discuss lists of prospective donors and/or supporters, some of whom Bill will meet with as part of his feasibility study. (Bill was not in attendance at this meeting.)
 - Next committee meeting with fundraising consultant Bill Carlton: October 23rd @ 7:00 p.m.
 - Consulting fee: \$10,000 from the Board and \$5,000 from the Friends.
 - Initial payment - \$2,500 from the Board
 - Next payment (October 23rd) - \$2,500 from the Friends (I will forward the invoice to Chris)
 - Additional payments (dates TBA) - \$7,500 from the Board and \$2,500 from the Friends
- Our 3rd annual fund appeal letters will go out on or about Sept. 30th with a goal of raising \$20,000; a 2nd reminder letter will go out in November; we will be using Clark Mailing Service again to send out the first letter
 - *Please see a copy of the letter attached.*
- Technology Committee
 - Nothing new to report.

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

- We will be asking for appropriated funds from the Town as part of our FY2019 Supplemental Services Request. Budget submissions are due October 19th. Donations from this year's annual appeal will go towards this effort.
- 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.

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, a 150th anniversary logo that Stirling Technologies will design, 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 will be discussing the fundraising possibilities this affords us at the next Development Committee meeting and I will be bringing a proposed list of ideas for consideration by the Board to the October Board meeting. Ideally, the Board will agree to hold a Gala event in the Spring, coinciding with our actual 150th birthday in April 2018. I am hoping the Friends will want to be an important part of this year-long celebration.

GreenLife Janitorial

- The Town has contracted with a new cleaning service, GreenLife Janitorial, for both the Library (20 hours/week) and the Senior Center (15 hours/week). They have a one-year contract. We are currently evaluating their performance.

The Apple Café

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

Veterans Day

- The Library will be closed on Friday, November 10th, along with other Town depts., and we will be open on Saturday, November 11th, along with some other libraries, as well as the US Postal Service. Signs will be posted, including on our website.

Gale Forecast – October 2017

- Will be published on Monday, October 2nd. I have the info. about the Children's Book & Media Sale already.

Future Wish List Requests:

- 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.