

Friends of the Northborough Library, Inc.
November Meeting Minutes
November 29, 2017

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

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

Financial Report: Chris Hodge was not present but provided the November financial report. Total Income: \$2,621.08; Total Expense: \$1,539.59; Net Income: \$1,081.49.

Chris Hodge has also received the check from BayPath Elder Services so we can now begin reimbursing Carol DeRienzo for expenses incurred by the Apple Café.

Amazon/EBay: On line sale reports for November were submitted. They are as follows: Ellen Church: \$486.41; Diane Cappelmann: \$209.54; Lisa Hodge: \$16.98; Catherine Foster: \$31.15 (October/November sales – money deposited directly into PayPal). John Matraia and Sidney Field did not report this month.

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

Personnel: Currently looking to fill the full-time children's librarian assistant position. Hope to have filled by January.

Trustees: Jack Sharp has returned to the Board of Trustees. Welcome back Jack.

The Development Committee: Have raised \$12,000 so far with the annual appeal.

Technology Committee: Met with MLS Advisor Anna Pope new signage for the library. Also moving forward with new digital display for upstairs in adult area.

150th Library Anniversary Committee: First meeting for the anniversary meeting went very well. A preliminary budget of \$10,000 was approved by the Board of Trustees. Next meeting is December 5th.

FY2019 Budget Request: Chris Lindquist has submitted his 2019 budget.

Wish List:

- Chris Lindquist requested \$70 reimbursement for food and refreshments purchased for C/W Mars users council meeting recently held at the library. Sandra Harris made the motion to reimburse the library \$70. Lisa Gardner seconded. It passed unanimously.
- In January, the library will be hosting a 4-part series on mindfulness featuring Certified Mindfulness/Wellness Coach Ginny Wholley of UMass Medical School. Total cost for the series would be \$1,250. Chris Lindquist is requesting half - \$625 to come from the Friends the remainder to be covered by the students that enroll. Sandra Harris made a motion for the Friends to cover half the cost of this event for no more than \$625. Carol DeRienzo seconded. It passed unanimously.

Membership: No report, Lisa Hodge was not present.

Old Business

Children's Book & Media Sale: The Children's Book & Media Sale was a success. We raised \$1,318.00 for the Children's Room. That was about from last year. Thank you to all the volunteers. Thank you Lisa Hodge for chairing this successful 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. Hoping to have new logo for BIG Book Sale in March.

Harvey/Irma/Maria Flooding Collection: The collection box put out to support Puerto Rico after hurricane Maria will remain through the holidays.

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

Apple Memory Café Expenses: Carol DeRienzo submitted her expenses for the café. The total is \$271.90. A motion was made by Lisa Gardner to reimburse Carol. Sandra Harris seconded. It passed unanimously.

Carol has applied for a \$2,000.00 grant and is starting to seek out other donations.

Usborne Books: A request was made through the Friends Facebook page to sell Usborne books at the library. The committee decided to deny that request.

Receipt Pads: Ellen would like to purchase 4 receipt pads for \$40 from Vistaprint to be used at book sales for people that would like a receipt. Carol made a motion to spend up to \$40 for receipt pads. It was seconded by Sandra and passed unanimously.

Donation: Hanto Restaurant in Northborough gives 1% of the evening food profits to local charities. They asked if we would be interested and Ellen signed us up for a September date. They sent the Friends a check for \$10.00. This will be a regular event that will take place every couple of months. The next date for the Friends is December 23rd. The Friends will publicize the next one on Facebook.

Leland Insurance: We will take this topic up at the next Friends meeting.

Elections 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

Sandra made a motion to accept the full slate for the 2018 board. It was seconded by Carol and unanimously passed. Congratulations to the 2018 Board members!

Next Meeting: Wednesday, January 31st, 2018 at 7:00PM. The meeting was adjourned at 8:30PM.

Respectfully submitted,
Lisa Bazarian Gardner

Friends of the Northborough Library
Library Director's Report
November 29, 2017

Personnel

- We have received more than 40 applications for the full-time Children's Library Assistant position and we have interviewed 3 candidates to date. We are hoping to fill the position in early January.

Library Trustees

- Former Trustee Jack Sharp, who resigned due to some health issues, is now back on the Board and will be serving as Chair of the next Strategic Planning Committee. We now have a full complement of 9 Trustees.
- **Development Committee:**
 - Met last evening (Nov. 28, 2017). Next meeting in January (date TBA).
 - Our 3rd annual fund has raised more than \$12,000 to date from approximately 165 donors.
 - We will be sending a second, more personalized letter to those 50 – 60 people or businesses who donated to last year's appeal, but who have not donated to date.
 - We are sending out personalized note cards featuring a photo of the Gale Library Building taken by photographer Jeanine Vitale to those who have donated to this year's annual appeal. See sample.
 - I will ask Michelle Rehill if we can add Kelly Stimson, from the Greater Worcester Community Foundation, to the agenda for the **February 13th** meeting 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. I will let Ellen know so she can reach out to Kelly.
- **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.
- **150th Anniversary Committee:**
 - Will meet next on Dec. 5th @ 6:30 pm.
 - Proposed budget, including projected expenses and revenues
 - The Board of Trustees approved spending up to \$10,000 on expenses at the last Board meeting on November 14th
 - We reviewed the first set of 6 logos created by the graphic designer @ Stirling Technologies, provided feedback, and we are in the process of reviewing the revised set of 6 logos. We will be choosing the final logo that we will be recommending to the Board at their meeting on Dec. 12th when the committee meets next on Dec. 5th.
 - Our hope is that the Friends will be interested in selling some promotional items or "swag"

- featuring the 150th anniversary logo to raise funds for the Friends during the anniversary year.
- We will begin using the logo in early January to start promoting our anniversary celebration, including the initial event, a 150th Birthday Party on April 8, 2018.

Proposed FY2019 Budget:

- The dept. heads will be meeting with Town Admin. and the financial team to review the proposed budgets in January-February, prior to the public meetings with the Appropriations Committee.
- Town Admin. Coderre will be presenting his annual Financial Trend Forecast for the next 5 years on Dec. 14th @ 7 PM in the Library's main meeting room. All are welcome to attend!

The Apple Memory Café

- The next Apple Memory Café will be held December 6th from 2:00 – 4:00 p.m.
- I attended a great all-day Symposium sponsored by Jewish Family Services on Dementia Friendly and Age Friendly initiatives in Mass., including a presentation by the Shrewsbury Public Library on their memory café. There are now more than 70 memory cafes in Mass.

Gale Forecast – December 2017

- Has already been published and is now out at the service desks and in the main lobby.
- 150 copies are being included in the gift bags for the Holiday Trolley event on Dec. 1st and 2nd

Future Wish List Requests/Already Approved Funds:

- New requests:**
 - \$70 for food and refreshments for the C/W MARS Users Council meeting that was held in our main meeting room on Nov. 14th attended by approx. 45 people (Total bill: \$150; C/W MARS paid for the first \$80)
 - Proposed 4-part series on Mindfulness featuring Certified Mindfulness/Wellness Coach Ginny Wholly of UMass. Medical School: \$625 – 50% of the total cost of \$1,250, with the remaining \$625 paid for by student fees.
 - The series would be offered on 4 consecutive Mondays in January - February, with one week off for the President's Day holiday in February
- Future 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 has already been approved and that should be adequate
 - Funds for a defibrillator (cost TBD) as part of our Emergency Response Plan; approximately \$1,000
 - Still seeking quotes for this
 - We intend to submit a new Wish List for 2018 in late-December, prior to the January 2018 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 are researching the cost of these tables