

**Friends of the Northborough Library, Inc.**  
**August Meeting Minutes**  
**August 29, 2018**

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

The meeting was called to order at 7:03PM by Ellen Church. Chris Hodge made a motion to accept the minutes from the previous meeting it was seconded by Lisa Hodge and were unanimously accepted.

Financial Report: Chris Hodge was present and provided a July and August Financial report.

July: Total Income: \$779.37; Total Expense: \$262.92; Total Income: \$516.45

August: Total Income: \$1,082.28; Total Expense: \$1,625.81; Total Income: -\$543.53

Amazon/EBay: On line sale reports for August were submitted. They are as follows: Ellen Church: \$510.37; Diane Cappelmann: \$104.15; Catherine Foster: \$36.99; Lisa Hodge and Charlene Gaca did not report this month.

John Matraia: \$4.73 this will be John's last report as he is heading off to college. Good luck John.

Trustee/Director's Report: Chris Lindquist was present and provided the committee with report for August. Please see attached.

- The new part time librarian for the Children's room has been hired. Welcome Lindsay Ward. She will be starting on September 4<sup>th</sup>.
- Funding Requests: Chris Lindquist requested \$750 to purchase a new portable projector to replace the one that broke. Chris Hodge made a motion and Lisa Hodge 2<sup>nd</sup> it. The motion passed unanimously. Chris Lindquist requested \$770 for 3 Applefest related items: The Bubble Guy (\$300), Large Puppet (\$350), and candy to throw during the parade (\$120). Chris Hodge made a motion for \$770 and it was Lisa Hodge 2<sup>nd</sup> it. It passed unanimously.

Membership: Lisa Hodge was present. We currently have 109 members.

Apple Memory Café: Carol DeRienzo was not present.

**Old Business**

150<sup>th</sup> Swag: Swag is on sale in various locations. Pencils will be given out at Applefest parade.

GWCF Endowment: The Friends have received a MOU (Memorandum of Understanding) that the subcommittee needs to review before sharing with the Friends. The Friends plan on voting on this MOU at the September meeting.

Applefest Book sale: This year the Applefest Book Sale will be a 2 day event. It will start Friday September 14<sup>th</sup>-Saturday, September 15<sup>th</sup>. Lisa Hodge will be purchasing a banner that can be put up in the front of the building. Ellen is currently looking for volunteers for this event especially for cleanup.

Elections: The Friends are currently looking for new directors. We are actively seeking individuals that would like to get involved and help the library. Look for our signs and Facebook posting shortly!

Children's Room Book & Media Sale: The Children's Room Book and Media will be held October 24<sup>th</sup>-27<sup>th</sup>. Lisa Hodge will Chair the event.

### **New Business**

Friends Sharing with Friends: This year's Friends Sharing with Friends event will be held at the Shrewsbury library on Saturday October 20<sup>th</sup> 10-2. If you're interested in attending please let Ellen Church know.

Holiday Trolley Book Sale: This will be a two day event Friday, November 30<sup>th</sup>-Saturday December 1<sup>st</sup>.

Next Meeting: Wednesday, September 26<sup>th</sup>, 2018 at 7:00PM. The meeting was adjourned at 7:55PM.

Respectfully submitted,  
Lisa Bazarian Gardner

## **Friends of the Northborough Library Library Director's Report August 29, 2018**

### **Personnel**

- Lindsay Ward has been hired as our new part-time Library Assistant in Children's Services, replacing Julie Bozicas. Lindsay will be starting on Sept. 4<sup>th</sup>. She currently works at the Marlborough Public Library.

### **Library Trustees**

- Building/Space Planning Committee
  - Next meeting: **Sept. 25<sup>th</sup> at 7 p.m.**
  - Customer Survey: Our goal is to get at least 350 completed surveys in order to get a statistically accurate sample of our residents and visitors. Timeframe: Sept. 15<sup>th</sup> – November 30<sup>th</sup>, starting at our Applefest Booth on Sept. 15<sup>th</sup>.
  - We will be inviting target groups to participate in some focus group meetings in order to get more detailed feedback on our building place in the January – March 2019 timeframe. The focus group meetings will be conducted by an outside consultant who will develop a report based on the feedback we receive.
  - We may also seek the Town's support to get on the 5-year Capital Improvement Plan in order to retain an architect.
- Development Committee
  - Next meeting: **Sept. 5<sup>th</sup> @ 7:00 pm**
  - Anticipated fundraising goal: \$1.5 million

- Quiet phase: Leadership gifts will be sought following the planning study that will be presented to the Board of Trustees on December 11, 2018; the quiet phase may take up to one year and will begin in January-February 2019.
- Possible public announcement at the 150<sup>th</sup> Gala on April 6, 2019
- Bill Carlton and Gary Webster from Carlton & Co. are now onsite and are conducting the planning study interviews with a number of people from the community who are being invited to provide feedback on the feasibility of our fundraising campaign. Approximately 30 people have been interviewed to date and another 40 people will be interviewed before the end of October.
- Sample report that was prepared for the Centerville Library on Cape Cod: <https://www.dropbox.com/s/jked3ozhbhv5rss/CARLTON-LibraryStudy.pdf?dl=0>
- The cost of the new Agreement is \$20,000 in 5 installments of \$4,000 from August – December 2018, all inclusive (including travel and hotels, etc.), including \$15,000 from the Trustees and \$5,000 from the Friends (THANK YOU!)

#### Technology Committee

- Next meeting: **Sept. 6<sup>th</sup> at 6:30 pm**
- Trustee Mitch Cohen is Chair of the Tech. Committee
- Planning a 3-year replacement schedule for our public PCs, peripherals and equipment with a preliminary budget
- Continuing to explore the feasibility of an outside electronic sign or bulletin board
- Continuing to consult with Canon USA on a wireless print solution we can offer patrons when our lease agreement renews in December 2018 so that they can send print commands to the public copier/printer using their wireless device
- 150<sup>th</sup> Anniversary Committee
  - Next meeting: **Sept. 4<sup>th</sup> at 6:30 pm**
  - 150<sup>th</sup> Gala will be at an outside venue (location TBD) on Saturday, April 6<sup>th</sup> from 7:00 – 10:00 pm (tentative times, pending approval by the committee and the Board):
    - Michelle, Linda Corbin and me are visiting the Beechwood Hotel in Worcester and The Haven in Boylston in order to meet with their events person and get a menu of options and some quotes.
  - We are also contracting with Lori Chastanet from Northborough to help consult with us on the event planning. She strongly recommended we hold the Gala off-site and recommended Beechwood, The Haven and Cyprian Keyes as possible venues.
  - We are considering doing an online auction leading up to the Gala that can raise additional funds for the Library using 32auctions: <https://www.32auctions.com>
  - Terry Crean has created a 150<sup>th</sup> anniversary quilt which will be raffled off at the Gala; tickets for \$5 each will be for sale at the main desk and will be sold starting at Applefest on Sept. 15<sup>th</sup>.
  - We will be prominently placed at the start of this year's Applefest Parade on Sept. 16<sup>th</sup> (please see more info. below)

#### **Applefest Parade and Library Booth at the Street Fair (Sept. 15<sup>th</sup> – 16<sup>th</sup>)**

- We will have a prominent placement in the Parade and at the Street Fair
- Book Cart Drill Team (led by Captain Katrina), with Red Flyer Wagon Caravan (led by Captain Carly) trailing behind; a call for people with Red Flyer Wagons who would like to decorate them and join us in

the Parade is pending

- Michelle Rehill is working on a prototype of a 3-dimensional Book that sits on the book carts and “magically” turns into a Birthday Cake with candles when 3 carts join together...
  - **We would like to invite Friends Board members and members to join us in the Parade this year and hope you can join us!! Meet at Lincoln Elementary School at 12 noon on Sunday, Sept. 16th**
- Michelle Gillespie, Applefest Chair, has offered to provide some funds in order to present a magic program on Friday, Sept. 14<sup>th</sup>.
- We are seeking funds from the Friends in order to present Vinny The Bubble Guy and one of his Large Puppets during the Parade. The cost is as follows:
  - Bubbler and volunteer . . . \$300
  - Large Puppet . . . \$350

#### **New Funding Requests:**

- |  |              |
|--|--------------|
| • <b>Portable “short throw” Projector for the main meeting room (Patrons and staff):</b> | \$750        |
| • <b>The Bubble Guy:</b>   | \$300        |
| • <b>Large Puppet:</b>   | \$350        |
| • <b>Applefest Parade candy:</b>   | <u>\$120</u> |

**Total: \$1,520**

#### **The Apple Café**

- Next café will be on Sept. 10<sup>th</sup> at 12:30 p.m.

#### **Checks Needed for September - October**

- Judy Palken - \$50 (monthly drop-in Nutrition program happening on Sept. 12<sup>th</sup> at 10 a.m.)
- The Promise is Hope: Eric & Ashley L’Esperance - \$250 for Music Series program on Sept. 29<sup>th</sup> @ 2 p.m.
- Sarah McQuaid: \$500 for Music Series program on October 13<sup>th</sup> @ 2 p.m.
- Fall For Art Series: \$363 for Julie Stepanek on October 10<sup>th</sup> @ 7 p.m.: Learn to Play the Ukulele
- Fall For Art Series: \$125 for Janet Freed on October 13<sup>th</sup> at 10 a.m.: Inspired By Art

#### **Special Exhibit: Gale Library**

- November – December 2018
- Call For Art has been published inviting art submissions which will be juried by the 150<sup>th</sup> anniversary committee
- Will also include historical materials relating to the Gale Library and the Gale family on loan from the Historical Society
- Opening Reception: November 7th from 6:00 – 8:00 pm (new date); plans are still in process

**Gale Forecast – next issue will be coming out on Sept. 1<sup>st</sup>:** Please send me any news you would like to include for Sept.