

Friends of the Northborough Library, Inc.
September Meeting Minutes
September 27, 2018

Present: Ellen Church, Lisa Gardner, Lisa Hodge, Diane Cappelmann, Charlene Gaca, Carol DeRienzo, Chris Lindquist, Kate Whitman, Deb Hersh, Jeannette Marco, Rachael Hutchins, Lara Helwig, Michelle Rehill, Mary Murphy and James Murphy.

The meeting was called to order at 7:00PM by Ellen Church. Carol DeRienzo made a motion to accept the minutes from the previous meeting it was seconded by Charlene Gaca and were unanimously accepted.

Financial Report: Chris Hodge was not present but provided a September Financial report. Total Income: \$4,054.67; Total Expense: \$8,049.26; Total Income: -\$3,994.59

Amazon/EBay: On line sale reports for September were submitted. They are as follows: Ellen Church: \$227.53; Diane Cappelmann: \$189.95; Lisa Hodge: \$11.52; Charlene Gaca: \$37.21. Catherine Foster did not report this month.

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

- The Board of Trustees has a new member. Former Judge Richard Tucker has joined the Board.
- Jack Sharpe will be stepping down as a member of the Board
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Membership: Lisa Hodge was present. We currently have 110 members.

Apple Memory Café: Carol DeRienzo was present. The next Apple Café will be Monday, October 15th it was moved back a week because the library is closed Monday October 8th for Columbus Day. The entertainment will be Meet Me at the Movies. November's café will also be affected by a Monday holiday (Veteran's Day) and will be held on November 19th.

Old Business

150th Swag: Swag is on sale in various locations. Pencils were given out during the Applefest parade however there are still some left. We also still have tea and t-shirts left for sale.

Applefest Book Sale: The Applefest Book Sale 2 day event was a huge success. The Friends raised \$2,793.38 the most we've ever raised at this book sale. Thank you to all the volunteers and to Ellen Church for chairing the event.

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! If you are interested please come to the October meeting. All positions are available.

Children's Room Book & Media Sale: The Children's Room Book and Media will be held October 24th-27th. Lisa Hodge will Chair the event. We are currently seeking volunteers please contact Lisa Hodge if you are able to help.

Holiday Trolley Book Sale: This will be a two day event Friday, November 30th-Saturday December 1st. The cost to be a trolley stop is \$150.00.

A motion was made by Carol DeRienzo to provide a check of \$150.00 made payable to Northboro Local First to become a trolley shop during the Holiday Trolley event. It was seconded by Diane Cappelmann. It passed unanimously.

Mass. Friends of the Library : Membership of \$30.00 is due. As this is part of our yearly budget, a vote is not needed. This year's Friends Sharing with Friends event will be held at the Shrewsbury library on Saturday October 20th 10-2. If you're interested in attending please let Ellen Church know.

Hurricane Florence: A collection jar will be out so donations can be made to the libraries affected by Hurricane Florence. As it has in the past the money will be donated to the ALA Disaster Fund for distribution.

MOU (Memorandum of Understanding): A memorandum of understanding (MOU) codifies how the Friends will handle the Endowment and formalizes our relationship with the Trustees. A motion was made by Lisa Gardner for the Friends to sign the MOU. It was seconded by Lisa Hodge and passed unanimously.

GWCF Endowment: The Friends propose establishing an endowment agency with Greater Worcester Community Fund (GWCF) a 501c3 non-profit agency. An initial investment from the Friends from the non-restricted funds and the Jolene Downey death benefit that the Trustees received will help establish the fund. The hope with starting the endowment is that the Trustees will be in a better position to receive large donations like the one Jolene Downey made.

- A motion to establish an agency fund at the GWCF was made by Carol DeRienzo. It was seconded by Lisa Hodge and passed unanimously.
- A motion was made by Lisa Hodge for the Friends contribute \$15,000 to the establishment of the endowment fund. It was seconded by Lisa Gardner. It unanimously passed!

Congratulations to all who worked many, many months on establishing this fund. It is a forward thinking event that will hopefully ensure the library's success in the future.

New Business

Brief Statement from Ellen Church: After a dozen years as a very active member of the Friends of the Northborough Library Ellen announced this evening that she will be stepping down at year end as the President of the Friends of the Northborough Library. The Friends will greatly miss Ellen's leadership, dedication and hard work on behalf of the library. We appreciate all that she has done to make our organization such a success. Thank you Ellen!

Next Meeting: Wednesday, October 31st, 2018 at 7:00PM. The meeting was adjourned at 8:05PM.

Respectfully submitted,
Lisa Bazarian Gardner

**Friends of the Northborough Library
Library Director's Report
September 26, 2018**

Personnel

- Nothing new to report.

Library Trustees

- Former Judge Richard Tucker joined the Board of Trustees in September.
- Longtime Trustee Jack Sharpe has stepped down from the Board so we are looking to fill another Trustee seat to fill out Jack's term.
- Building/Space Planning Committee (Mitch Cohen, Chair)
 - Next meeting: **TBD in early October**
 - Customer Survey: We started conducting our survey at our Applefest Street Fair booth and we are asking people to complete the survey either in print or online via a link on our website. I hope the Friends will also help us promote the survey so that we can get at least **350 completed surveys** in order to get a statistically accurate sample of our residents and visitors. Timeframe: Sept. 15th – November 30th. We may extend the survey into December if we need. The results will be shared with the Trustees, the Friends Board and the Building/Space Planning Committee.
 - 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 have decided not to seek the Town's support to get on the 5-year Capital Improvement Plan, per a discussion with the Town Administrator.
- Development Committee (Iara Helwig, Chair)
 - Next meeting: **October 16th @ 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 150th Gala on April 6, 2019
 - Bill Carlton and Gary Webster from Carlton & Co. are continuing to conduct 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 38 people have been interviewed to date and another 30 - 37 people will be interviewed before the end of October. Bill and/or Gary will be onsite October 9 – 12 and October 22 – 26.
 - Our annual fund appeal was mailed out today to all of the residents and businesses in Northborough. This year's goal is \$25,000.

Technology Committee (Mitch Cohen, Chair)

- Next meeting: **October 3rd at 6:30 pm**
 - 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
 - Have decided to renew our lease agreement with Canon USA for our public and staff multi-function machines. We will also be working with CWMARS and Envisionware to enable wireless printing using a product called MobilePrint, which will allow people to send print commands from any wireless device in the building that is on our wireless network. Deborah Hersh is coordinating that initiative. We will also be connecting a coin-op machine to the public printer so that patrons can pay for their copies and print jobs at the printer, instead of paying at the adult services desk.
- 150th Anniversary Committee
 - Next meeting: **October 2nd at 6:30 pm**
 - 150th Gala will be at The Haven Country Club just over the town line in Boylston on Saturday, April 6th from 7:00 – 10:00 pm (tentative times, pending approval by the committee and the Board):
 - The ticket price and other details are being discussed and will be announced soon.
 - Linda Corbin is leading a small committee of volunteers who will be helping to get business sponsors for the Gala; all of the sponsors will be listed in the Gala Program and there will be various levels of sponsorship.
 - 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>
 - Our Book Cart Drill Team was in the Applefest Parade on Sept. 16th and a lot of people stopped by our booth at the Street Fair on Saturday, Sept. 15th, where we were conducting the survey and selling raffle tickets for the Anniversary Quilt made by Terry Crean.
 - The Large Puppet and Vinny the Bubble Guy were a huge hit at the Parade so thank you to the Friends for funding those two additions, as well as the bags of candy which we pass out each year along the Parade route!

The Apple Café

- Next café will be on October 15th (due to the Columbus Day holiday on October 8th) at 12:30 p.m.

Special Exhibit: Gale Library

- November – December 2018
- We received seven submissions of original artwork for our special exhibit celebrating the Gale Library and the Gale family, which will be on display from November 1st – December 31st in the main meeting room.
- Working with the Historical Society to display photographs and other materials relating to the Gale Library and the Gale family as part of the exhibit
- Opening Reception: November 7th from 6:00 – 8:00 pm

Gale Forecast

- Next issue will be coming out on October 1st and will include info. about the Children's Book & Media Sale from 10/24 – 10/27.

