

**Friends of the Northborough Library, Inc.**  
**April Meeting Minutes**  
**April 26, 2018**

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

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 a financial report for March and April. Accounts for March are as follows: Total Income: \$1,256.10; Total Expense: \$2,930.00; Net Income: -\$1,673.90. April financials are as follows: Total Income: \$7,410.41; Total Expense: \$1,135.78; Net Income: \$6,274.63.

Amazon/EBay: On line sale reports for April were submitted. They are as follows: Ellen Church: \$317.25; Diane Cappelmann: \$52.53; John Matraia: \$4.57; Lisa Hodge (March): \$33.66. Catherine Foster did not report this month.

Charlene Gaca has begun online sales on EBay. Her first report for the month of April is \$38.96.

Trustee/Director's Report: Chris Lindquist was not present but did provide the committee with an April report. Please see attached.

Membership: Lisa Hodge was present. We currently have 100 members.

Apple Memory Café: Carol DeRienzo was present. Carol presented receipts for reimbursement for items she purchased when the memory café was started. She is looking for a total of \$588.66 for reimbursement for 4 round tables and a magnetic sandwich board sign. Carol will abstain from voting.

Chris Hodge made a motion to reimburse Carol DeRienzo \$588.66 for the tables and sandwich board. It was seconded by Lisa Gardner and passed unanimously.

### **Old Business**

BIG Book Sale: The BIG Book Sale was a big success. We think the early opening time helped with sales. The sale made \$6,139.09. We also made money deposits each day of the sale as opposed to one deposit at the end. This worked out well and we will do it again in the future. Big Hearted Books came to take away all the unsold books.

Thank you for all that volunteered to help make this sale such a success!

Basket Raffle: Lisa Hodge is chair of the Basket Raffle this year. So far she has 21 baskets. The sale begins on Friday April 27<sup>th</sup> – Saturday May 12<sup>th</sup>. We have some beautiful donations this year.

150<sup>th</sup> Swag: All swag items have been purchased. The remaining portion of the tea will arrive in mid-May. To date, we have sold \$295.00 in swag - \$210.00 in t-shirts and \$85.00 in tea.

Service Award: This years' service award will be given to Carly Schultz a graduating senior at Algonquin. Carol DeRienzo made a motion to award Carly Schultz the Service Award of \$500.00. It was seconded by Diane Cappelmann and passed unanimously.

Page Account Balance: The Page Account Balance is currently at \$1,084.34. The Friends are discussing the possibility of hiring a Friends Page that would help with the pre-sorting, shelving, scanning and accepting of donations.

GWCF Endowment: Chris Hodge, Ellen Church and Michelle Rehill plan on meeting to discuss this issue. The committee has tabled further discussion until the next meeting.

### **New Business**

Staff Appreciation: This year the staff received Cumberland Farm gift cards to show our appreciation for all their hard work. We bought each staff member a \$20.00 Cumberland Farm gift card and a \$15.00 one for the pages.

Thank you staff and pages for all the work you do.

Next Meeting: Wednesday, May 30<sup>th</sup>, 2018 at 7:00PM. The meeting was adjourned at 8:15PM.

Respectfully submitted,  
Lisa Bazarian Gardner

**Friends of the Northborough Library**  
**Library Director's Report**  
**April 25, 2018**

**Personnel**

- No report

**Library Trustees**

- Administrative Committee – FY2019 Budget
  - FY2019 Budget: The FY2019 Budget passed at Town meeting.
  - We will be getting a 2.36% increase (> \$20,000), which will allow for level services.
- Building/Space Planning Committee
  - We are continuing to work on a space plan for the library that will be phased in over time, including re-purposed spaces and reconfigures spaces and new, more portable and flexible furnishings.
- Development Committee
  - We are continuing to work with fundraising consultant Bill Carlton to refine our case statement
  - Bill will be meeting with about 80 stakeholders, including library supporters and prospective donors to get feedback on our case statement and library programs and services in order to begin a more formal development process
  - Anticipated fundraising goal: \$1 - \$1.5 million
- Technology Committee
  - We are continuing to plan for the replacement of outdated technology with more mobile technology for patrons and staff
  - We are considering the feasibility of an outdoor electronic sign on Main St.
- 150<sup>th</sup> Anniversary Committee
  - We had a very successful 150<sup>th</sup> Birthday Party!!!

**The Apple Café**

- New publicity flyer

**Gale Forecast – May 2018**

- Please send me any news for the May issue, including the Basket raffle!