

Friends of the Northborough Library, Inc.
November Meeting Minutes
November 28, 2018

Present: Ellen Church, Lisa Gardner, Lisa Hodge, Diane Cappelmann, Chris Lindquist, Jeannette Marco, Carol DeRienzo, Debra Hersh and James Murphy.

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

Financial Report: Chris Hodge was not present but provided a November Financial report. Total Income: \$779.05; Total Expense: \$9,737.39; Total Income: -\$8,958.34.

Amazon/EBay: On line sale reports for November were submitted. They are as follows: Ellen Church: \$233.79; Diane Cappelmann \$166.80; Catherine Foster, Charlene Gaca and Lisa Hodge did not report this month.

Last day the library will accept book donations is Monday, December 31st. Online book sellers will continue selling until their lots are sold. We thank them all for their work on behalf of the library.

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

- Hamilton Soriano will be starting with the Board of Trustees on December 11th for a 3 year term.
- Bobby Babcock will be stepping down as a member of the Board of Trustees in late January/early February of 2019. There is currently an open seat on the board.
- Carol DeRienzo made a motion to approve a request from the library for \$75.00 for the upcoming Legislative Breakfast. James Murphy seconded it and it passed unanimously.
- Carol DeRienzo made a motion to approve \$750.00 for Party Factor Craig Harris, Judy Palken Nutritionist. It was seconded by Lisa Hodge. It passed unanimously.

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

Apple Memory Café: Carol DeRienzo was present. The Apple Café, November expenses were \$252.23.

Old Business

150th Swag: Swag is on sale in various locations. We will keep selling at outside locations until April. Carol DeRienzo will be the contact.

Elections: The slate for the November elections is as follows:

President: Lisa Gardner

Treasurer: Chris Hodge

Membership: Mary Ellen Joyce

Clerk: Charlene Gaca

Directors: Carol DeRienzo, James Murphy and Jeannette Marco

A motion was made by Carol DeRienzo to approve the above slate to serve as the board for the Friends for the next year. It was seconded by Charlene Gaca and passed unanimously.

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

you would like to volunteer for this event please contact Ellen Church.

New Rack Cards: We are almost out of membership rack cards. This has been tabled until the next meeting.

New Business

Apple Café Agreement: It ends on December 31, 2018. At last meeting we voted unanimously to renew it for another year.

big, Big, BIG Booksale: The big, Big BIG Booksale will be held January 30-February 2, 2019. This will most likely be the only booksale of 2019.

Next Meeting: Wednesday, January 30, 2019 at 7:00PM. The meeting was adjourned at 8:10PM.

The Friends would like to take this opportunity to thank Ellen Church and Lisa Hodge for all the time and energy they put into making the Friends what it is today. They have volunteered many hours days and weekends on behalf of the Friends. We thank you both and wish you well in future endeavors.

Respectfully submitted,
Lisa Bazarian Gardner

Friends of the Northborough Library
Library Director's Report
November 28, 2018

Personnel

- Nothing new to report.

Library Trustees

- New Trustee Hamilton Soriano will begin serving a 3-year term on December 11, 2018, replacing former Trustee Jack Sharpe.
- Treasurer Bobby Babcock is planning to move in January-February 2019 and is also planning to step down from the Board. The open seat has been posted and we are currently accepting applications.
- Building/Space Planning Committee (Mitch Cohen, Chair)
 - Next meeting: Date **TBD in December**.
 - Customer Survey: Approximately 140 surveys have been completed to date. We will likely be extending the survey through February or March in order to reach 350 completed surveys. The results will be compiled and shared with the Trustees, Friends and staff, as well as Town Administration.
 - 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.
- Development Committee (Iara Helwig, Chair)
 - Next meeting: **Tonite (November 28, 2018)**
 - 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.
 - We have raised approximately \$7,300 to date on our annual appeal. A second letter to past donors who have not responded to this year's appeal will be going out before the end of December.
 - Bill Carlton and Gary Webster from Carlton & Co. completed their planning study interviews and met with about 65 people. Their formal report will be presented to the Trustees on **December 11th at 7:00 p.m.** All Friends Board members are cordially invited to attend in order to hear the recommendations and ask questions. Limited copies of the report will be available at the meeting.

Technology Committee (Mitch Cohen, Chair)

- Next meeting: **Date TBD in December**.
- We included a 3-year replacement schedule for our public PCs, peripherals and equipment with a preliminary budget in our Proposed FY2020 Budget and asked for \$8,600 in technology funds as part of this replacement plan.
- Continuing to explore the feasibility of an outside electronic sign or bulletin board

- Will be using state aid funds to enable the new wireless print program starting in January-February. We
- 150th Anniversary Committee
 - Next meeting: **Date TBD in December. (150th Jubilee committee is planning to meet on Dec. 11th at 5:00 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):
 - A sponsorship letter will be mailed to the prospective top sponsors at the \$1,000 - \$5,000 level next week. Please see a draft attached, including a copy of the sponsorship levels.
 - A second letter will be sent to smaller prospective sponsors at the \$250 - \$500 level after we determine who the top sponsors will be. The Grand Jubilee Sponsor will get top billing at the \$5,000 level.
 - The ticket price and other details are being discussed and will be announced soon. Our goal is to offer online tickets sales starting in early January 2019.
 - Virginia Simms-George and Christine D'Angelo have joined the 150th Jubilee Committee.
 - 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>

Library Legislative Breakfast on February 8th at 8:00 a.m.

- We are seeking a representative of the Friends to attend and say a few words on behalf of the Library. Senators Chandler and Eldridge will be in attendance.

The Apple Café

- Next café will be on December 10th at 12:30 p.m. The last Café on November 19th was our best-attended Café yet!

Gale Forecast

- December 2018 issue will be coming out on November 30th.

Wish List and Related Funding Requests:

- Deposit for The Party Factor (band) for the 150th Jubilee at The Haven Country Club on 4/6/2019 (Invoice attached): \$1,700
- Craig Harris program on 11/24/2018:
\$ 300
- AVM/Chambersingers program on 12/8/2018:
\$ 400
- Judy Palken monthly drop-in nutrition program for November 2018:
\$ 50

Total request (not including deposit for The Party Factor):
\$ 750

Future Funding Request:

- Library Legislative Breakfast on Friday, February 8, 2019
\$ 75
- Note: The Central MA Library Advocates (CMLA) will also be providing \$150 in funds