

**Friends of the Northborough Library, Inc.**  
**October Meeting Minutes**  
**October 31, 2018**

Present: Ellen Church, Lisa Gardner, Chris Hodge, Diane Cappelmann, Chris Lindquist, Jeannette Marco, Michelle Rehill, and James Murphy.

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

Financial Report: Chris Hodge was present and provided an October Financial report. Total Income: \$2,574.23; Total Expense: \$518.37; Total Income: \$2,055.86.

Amazon/EBay: On line sale reports for October were submitted. They are as follows: Ellen Church: \$313.01; Diane Cappelmann \$81.52; Catherine Foster \$62.70; Charlene Gaca: \$70.00. Lisa Hodge did not report this month. Catherine Foster will be retiring from online sales. Thank you Catherine.

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

- The Board of Trustees is still searching for new member.
- The 150<sup>th</sup> Jubilee Update: Michelle Rehill was present on behalf of the Trustees to make a request of the Friends. Because the Friends are a 501C3 the Jubilee Committee would like to have any donations made to the committee be collected by the Friends. Chris Hodge asked for 3 clarifications on this matter – First that a W9 is provided for Lori Chastanet, Event Consultant and Ted Reinstein, Emcee (the committee will take care of this). Second, that a raffle permit is obtained from the town of Boylston where the event will be held (the committee will also be taking care of this). Third clarifying who will be providing an insurance rider for this event.
- Chris Hodge made a motion that the Friends be the conduit for the fundraising for the 150<sup>th</sup> Jubilee with the expectation that they will get the necessary insurance rider for this event from the town of Northborough. The motion was seconded by Lisa Gardner and passed unanimously.
- Chris Lindquist had some housekeeping funding requests. Chris Hodge made a motion to fund previously requested but not yet approved programing. Lisa Gardner seconded the motion and it passed unanimously.

Membership: Lisa Hodge was not present.

Apple Memory Café: Carol DeRienzo was not present. The next Apple Café will be Monday, November 19<sup>th</sup>. Carol left a report with Chris Hodge. Carol has requested that her relationship with the Friends as a conduit for her fundraising remain for one more year. Chris Hodge made a motion to allow the Apple Café one more year under the umbrella of the Friends 501C3 for fundraising purposes. James Murphy seconded. It passed unanimously.

**Old Business**

150<sup>th</sup> Swag: Swag is on sale in various locations.

Children's Room Book & Media Sale: The Children's Room Book and Media was a success. The Friends raised \$1,706.63 for the Children's Room. We had two organizations that came to pick up unsold books. They were the Northborough Junior League and the Kindness Coalition. Thank you to all the volunteers and thank you Lisa Hodge for chairing this event one final time.

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

President: Lisa Gardner

Treasurer: Chris Hodge

Membership:

Clerk: Charlene Gaca

Directors: Carol DeRienzo, James Murphy and Jeannette Marco

A motion was made by Diane Cappelmann to present the slate to the Friends. It was seconded by Chris Hodge and passed unanimously. Elections will be held at the November meeting.

Holiday Trolley Book Sale: This will be a two day event Friday, November 30<sup>th</sup>-Saturday December 1<sup>st</sup>. If you would like to volunteer for this event please contact Ellen Church.

Hurricane Florence: The collection for the libraries affected by Hurricane Florence as ended. Any money collected will be donated to the ALA Disaster Fund for distribution.

GWCF Endowment: The endowment is all set up.

### **New Business**

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

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, November 28<sup>th</sup>, 2018 at 7:00PM. The meeting was adjourned at 8:30PM.

\*Friends Appreciation Week: We would like to thank the library staff for all the goodies and fresh fruit they provided to the Friends during the Children's Book Sale. They also included a lovely card.

Respectfully submitted,  
Lisa Bazarian Gardner

\*This item was inadvertently forgotten.

**Friends of the Northborough Library**  
**Library Director's Report**  
**October 31, 2018**

**Personnel**

- Nothing new to report.

**Library Trustees**

- The Trustees are still seeking to fill one open Trustee seat due to Jack Sharpe stepping off the Board.
- Building/Space Planning Committee (Mitch Cohen, Chair)
  - Next meeting: **TBD in November**
  - Customer Survey: Approximately 125 surveys have been completed to date. Our goal is **350 completed surveys** by November 30<sup>th</sup> in order to get a statistically accurate sample of our residents and visitors. We may extend the survey into December if we need. The results will be shared with the Trustees on December 11th, 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.
  - I am submitting a second request for Community Preservation Act funds in order to retain a licensed contractor to repair and restore the original pocket doors in the Gale Library.
  - The repair project using CPA funds that were already approved at Town Meeting last spring is on hold until the Town advertises the project; the specs were developed by Architect Dan Benoit and Kim Foster is reviewing them prior to putting the procurement package out to bid. Due to the weather, we may need to wait until Spring to repair the roof and the masonry. I will keep the Friends informed of the timetable once the General Contractor has been selected and the project has been scheduled.
- Development Committee (Lara Helwig, Chair)
  - Next meeting: **November 28th @ 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 of a leadership gift at the 150<sup>th</sup> Jubilee 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 53 people have been interviewed to date and another 17 - 22 people will be interviewed by November 17<sup>th</sup>, the last day Bill and Gary will be onsite.
  - We have received approximately \$5,500 to date in our annual fund appeal. This year's goal is \$25,000.

**Technology Committee (Mitch Cohen, Chair)**

- Next meeting: **TBD in November**
- We included the first year of a 4-year replacement budget as part of our Proposed FY2020 budget which was submitted to the Town on October 22<sup>nd</sup>. The total cost of the first year is \$8,600. The replacement plan will allow for the planned replacement and upgrading of our public PCs, peripherals and equipment on a continuous cycle.

- Continuing to explore the feasibility of an outside electronic sign or bulletin board.
- Have renewed our lease agreement with Canon USA for one public and one staff multi-function machines, as well as a desktop printer for the adult services staff. 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. Due to budgetary constraints, we will be enabling this in January 2019 using state aid funds.
- 150<sup>th</sup> Anniversary Committee
  - Next meeting: **TBD in November**
  - Michelle Rehill is here to present a request on behalf of the Trustees and the 150<sup>th</sup> Anniversary Committee concerning fiduciary control and accounting for the revenues and expenses relating to the 150<sup>th</sup> Jubilee
  - **Please see the preliminary budget for the 150<sup>th</sup> Jubilee attached.**
  - 150<sup>th</sup> Jubilee (the official name) will be at The Haven Country Club just over the town line in Boylston on Saturday, April 6<sup>th</sup> from 6:30 – 11:30 pm (tentative times, pending approval by the committee and the Board):
    - Ticket prices will be \$75 per person, all inclusive. There will be a sit-down dinner and cash bar.
  - Event planning consultant Lori Chastanet and Linda Corbin are leading a small committee of volunteers who will be helping to get business sponsors for the Gala; there will be various levels of sponsorship from \$5,000 - \$250. We are considering doing a live or an online auction in order to raise additional funds for the Library using 32auctions: <https://www.32auctions.com>

#### The Apple Café

- Next café will be on November 19th at 12:30 p.m.

#### Special Exhibit: Gale Library

- November 7 – December 31, 2018
- We received six submissions of original artwork for our special exhibit celebrating the Gale Library and the Gale family, which will be on display in the main meeting room.
- We are 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 – *Please join us!***

#### Funding Requests:

##### Not yet approved:

- |                                                                                               |                |
|-----------------------------------------------------------------------------------------------|----------------|
| • Poe, Times Two: Special one-man performance on October 27 <sup>th</sup> (Total cost: \$697) | \$442          |
| • We raised \$270 thru ticket sales (55 people attended)                                      |                |
| • Food & refreshments (Fall Music Series)                                                     | \$32           |
| • Food & refreshments (Poe, Times Two)                                                        | <u>\$30.82</u> |

**Total:           \$504.82**

**Already approved:**

• Carlton & Co. fundraising consultants: planning study	\$5,000
• Fall Music Series: Lori Diamond and Fred Abatelli	\$400
• Adult Program: Artist Janet Schwartz: Release Your Inner Artist	\$300
• Adult Program: Genealogy 101	\$100
• Adult Program: Author Michael Posner	\$75
• Adult Program: Judy Palken: Drop-in Nutrition Group	<u>\$50</u>

**Total: \$5,925**

**Gale Forecast**

- Next issue will be coming out on November 1st. Please let me know if you have any news or announcements.