**Minutes of the Friends of the SFL Board**

Meeting Date: August 15, 2018

Davidson Room – 2 Dale Avenue

**Attendees:**

|  |  |  |
| --- | --- | --- |
| Gail Sarofeen | Lauren Johnson |  |
| Carol Kelly | Rebecca Aliberte |  |
| Kecia German | Jane Mead |  |
| Leslie Pearlman | Dennis Corkery |  |
| Rosemary Howarth |  |  |
|  |  |  |
| Guests: |  |  |

**Welcome & Approval of Minutes:**

The minutes of June 20, 2018 were approved without revision. There was no scheduled July meeting.

**Treasurer’s Report:**

* Carol provided the Treasurer’s Report which will be amended to add $2,000 to encumbered monies for operating expenses. A copy will be attached to the final minutes.
* The MFA annual fee will be paid out of Art Auction funds once it is received.
* The $27,000 due the Friends following an internal SFL audit has not yet been received. Carol will follow up to determine the delay.

**On- Going Business Updates**

**Assistant Director’s Report:**

There is no report this month as Beth is on vacation.

**SFL Board Liaison:**

* Simon Paddock will become the new ex-officio liaison from the SFL Board with no voting rights.

He is also the chair of the SFL Fund-Raising Committee so we can work together to resolve

confusion over identity when Friends membership and SFL annual appeals occur in close proximity.

* Matt Natti of Cape Ann Tree will be trying a new technique in an attempt to extend the life expectancy of the tree since it is stricken with a parasitic oyster fungus.

**Saunders House Liaison:** (Jane Mead)

* Jane will continue to serve as the Saunders House liaison.
* The architect’s final report is due on 9/10. The Saunders House cannot be considered for library programs as it cannot satisfy current load per square foot capacity requirements. A connector to the Monell building is not permissible using grant money.
* The title gaps in the Saunders House ownership transfers over time have not yet been resolved.

**Committee Reports**

**Products:**  (Dennis Corkery)

* Current t-shirt inventory is about two dozen.
* Lauren will check price points on bags with the same logo and will place an order.
* Leslie and Rebecca are working on updating our mural card selections. Small card packages of popular themes will be included.

**Membership:** (Lauren Johnson)

* The Friends article ran in the summer edition of the SFL newsletter.
* Three baskets are being created as raffle prizes for 2018-19 members.
* The membership e-blast has gone out and another will follow. Corporators will be added to the Friends Gmail account so a special letter can be sent encouraging them to support our cause.
* Lauren will contact Beth for library photos to use on promotional poster-boards on the main floor and the Children’s Room. The latter will hopefully produce more family memberships.

**Book Committee:** (Kecia German/ Leslie Pearlman)

* YTD Sales Spot revenue totals $348. Leslie will work with Beth to run a promotion on social media to boost book sales and inform the public of our offerings.
* Discussion of whether to continue the annual book sale is postponed until the September meeting.

Please form an opinion on this question and bring any ideas you might have for alternative methods of selling our donated books.

* A trial “ genre of the month” advertising effort will be implemented to move books off the cage shelves. The process will begin in October with Mystery as our 1st offering. Please put donated books of this genre on the rear shelves to the left for this purpose.
* Discard old /damaged books, digest versions, text books, and bibles . Give unwanted books to More Than Words.
* Book sorting responsibilities:
* August – Dennis, Gail/Kecia
* September – Carol / Lauren

**Art Auction:** (Gail Sarofeen)

* Below are the tentative dates for this year’s event. Gail is circulating a sign-up sheet for volunteers to help out on the art drop-off dates noted below as well as the art hanging dates. Please help if you can. Hanging needs will be determined.

8/28, 29 & 30th – Art drop-off by artists

8/31 & 9/1 – Art hanging in Matz Gallery

10/3 – Art Auction

* Artist letters have gone out and postcards to prior patrons will follow. Gail will update the banner (Kecia to send website for lettering) and coordinate with Beth for social media. Sharon Armstrong will do the newsletter.
* Carol will create and send out a Save the Date reminder and a 2nd one 10 days later.

**Nominating Committee:**

* No one has come forward to volunteer to fill the vacancies of President, VP, Secretary or Treasurer. Carol will send out a description of the Treasurer’s position. Please contact Carol, Dennis or Colleen if you are interested. The current officers will rotate off their positions as of 9/30/2018 so the need is immediate.
* New Board members are needed so invite a friend to a meeting or to join a committee.

**Miscellaneous:**

* Thank-you notes were received from art scholarship recipients, Elizabeth Silveira (2018) and Connie DeLouise (2014) who graduated in May with a B.F.A. from Chapman University.
* The SFL Corporate Communications was looking for assistance at their booth at the Maritime Heritage Day on 9/1. We will have to decline as we need our members for the art hanging that same day.

**Adjournment:**

A motion was made, seconded and unanimously approved to adjourn at 5:30 PM.

The next meeting is September 19, 2018 at 4PM in the Davidson Room.

Submitted by:

Kecia German, Secretary