Minutes of the Friends of the SFL Board

 Davidson Room - 2 Dale Avenue

Meeting Date: March 21, 2018 at 4PM

**Attendees**:

|  |  |  |
| --- | --- | --- |
| Lauren Johnson |  |  |
| Shelagh McCauley | Rebecca Aliberte |  |
| Kecia German | Jane Mead |  |
| Colleen Hogan-Lopez |  |  |
| Rosemary Howarth  |  |  |
| Leslie Pearlman |  |  |
| Guests: | Beth Pocock |  |

**Welcome & Approval of Minutes:**

In Gail’s absence, Lauren Johnson will chair today’s meeting. The minutes of February 21, 2018 were approved with a slight revision for the book sale hours.

**Treasurer’s**  **Report:**

* The Treasurer’s Report for March (attached) was previously distributed by email and was approved. YTD earnings total $16,071. The Board voted to put the previously encumbered $1,000 for Art Auction expenses back into the general fund.

**On- Going Business Updates**

**Assistant Director’s Report:**

* The Harvard museum passes have not been received. Kecia will check with Carol as to whether renewal has been paid. Jane noted that the passes cover admission to the Museums of Science & Culture but NOT the art museums.

[Note: Since the meeting, the Harvard passes have been received.]

* Beth was asked to create another batch of the red “Friendly business” parking decals for Board members.

**SFL Board Liaison:**

* Cameras and a private duty security are still being priced by Building & Grounds Committee . They will make a recommendation to the SFL Board once their research is finalized.
* The SFL annual meeting is Monday, May 21st , not May 14th as previously reported. Invitations will be going out in mid- April. Light fare and refreshments will be provided.

**Saunders House Liaison**:

* The structural engineering inspection of the Saunders House begins this week.  There will be a 6 month effort to assess the building and make recommendations for possible future uses. The basement will be cleaned out shortly to permit full access by the engineers.

**Other:**

* Jane reported that a volunteer at the Cape Ann Museum unearthed several “stereo-views” (basically a 3D view-master) that include the Saunders House.
* One find is a fragile roll of plans for the 1913 addition -- this roll of documents have been scanned  and copies given to the architects.  Pru Fish believes that there is another roll of drawings related to the addition by another architectural firm which have not yet been located.
* Jane will check with the museum to see if copies of the stereo views can be made available.

**Committee Reports**

**Products:**

There is no report today.

**Membership:**

* Lauren distributed a membership report (copy attached to these minutes) from Carol Kelly which reflects declining numbers for the last 3 years. Our revenue has stayed steady probably due to this year’s addition of a business membership and benefactor support. Carol is still researching the variance in numbers between our Gmail account 2017-18 members and those recorded on her database.
* The Membership Committee will convene early this year in May or June to brainstorm ideas to increase and retain membership. Rebecca volunteered to join this committee. If anyone else is interested, let Lauren know.
* Suggestions include a Friends promotion in the late summer SFL newsletter, a Friends bookmark, and a possible questionnaire to be distributed at the annual book sale.

**Book Committee:**

* YTD revenue from the Sales Spot totals $2,325.
* The YMCA teens have been confirmed to assist with the book move on 5/15/2018.
* Lauren is looking into the cost of a new banner, book bags and genre signage. The outside banner will need to be hung in mid -April.
* Colleen and Kecia will research prices of the “value” books as received.
* Colleen and Rosie have April book sorting detail.
* No donations will be accepted after 4/30 to allow preparation for the annual sale.
* Carol is working on a donation poster, a “ Save the Date” e-blast and an annual book sale poster. The latter needs to be printed and available for community distribution at the April 18th meeting.
* Boxed books can now be stored on the blue tarp in the Saunders House basement in the corridor which exits to the rear of the building.

**Other Concerns:**

There was nothing to report.

**Adjournment:**

A motion was made, seconded and unanimously approved to adjourn at 5:12 PM. The next meeting is

April 18, 2018 at 4PM in the Davidson Room.