Minutes of the Friends of the SFL Board

Meeting Date: November 15, 2017

**Attendees**:

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| --- | --- | --- |
| Gail Sarofeen | Lauren Johnson | Shelagh McCauley |
| Dennis Corkery | Carol Kelly |  |
| Kecia German | Jane Mead |  |
| Colleen Hogan-Lopez | Emily O’Malley |  |
| Rosemary Howarth | Rebecca Aliberte |  |
| Leslie Pearlman | Peter Jenner |  |
| Guests: | Beth Pocock |  |

**Welcome & Approval of Minutes:**

The November meeting was called to order at 3:08 PM. The minutes of October 18, 2017 were approved without revision.

**Treasurer’s**  **Report:**

* Carol provided a revised Art Auction income summary along with a comparison to 2016. A copy of that report will be attached to the final minutes. Gross income was $13,010. Our net income after expenses and encumbrances for 2017 is $4,985.

**On- Going Business Updates**

**Asst. Director’s Report:**

* A summary of first quarter children’s programming is in progress.
* Beth will try to arrange “What time is it, Mr. Fox? ” for the Middle Street Walk in early afternoon. The Docksiders are already booked at Cape Ann Museum.

**SFL Board Liaison:**

* The SFL Annual Appeal letters will be going out shortly. Next year the SFL Fund-raising Committee will discuss how to distinguish between the Friends annual membership drive and the SFL Annual Appeal. Kecia will request that Gail be included when those discussions take place. Possible use of our Friends e-mail distribution list should be discussed as well and for what purpose.
* Fran Aliberte has replaced Katherine Prum as the SFL VP. Katherine has stepped down to assume a strategic planning consultant position for the SFL.
* The SFL website is currently being re-designed. Committee agendas and minutes will be posted going forward.
* Consideration is being given to creating a family bathroom in the Children’s Room for safety reasons. The rug in that area is also due to be replaced

**Saunders House Liaison:**

* No significant news as the monthly meeting is Monday.
* New dehumidifiers have been installed in the Saunders House basement to curb the dampness.

**Pamphlet:**

The draft has been outlined and Cindy will do the actual layout including the Friends application form. A motion was approved for this committee to go ahead to print once they reviewed the final product.

**Committee Reports**

**Products:**

Dennis reports we are currently well-stocked.

**Membership:**

* Renewals are very slow in coming this year with only 81 to date. Carol will send out another reminder with a turkey theme. Kecia will promote membership at the SFL Board meeting. All Friends Board members are urged to renew.
* Letters have been sent to about 25 local businesses as a trial to encourage owners to become Friends supporters via a business membership.

**Bling Fling/Fundraising:** Lauren has this event well organized and under control.

* The Bling Fling will be on Saturday, 12/9, in the Friend Room from 10AM to 3PM with “all hands on deck” Friday afternoon at 12 noon for set-up. Saturday final touches will begin at 9:30 AM. It was decided not to run the sale for 3 days as the donations would not stretch that far (nor would our resources).
* Bling assignments:
  + Carol – Balloons, cider, $$$ for cash box
  + Kecia – Paper products including gift bags
  + Emily – Donut holes
  + Shelagh/Gail - Tablecloths
* Beth will assist us in promoting the Bling Fling with publicity in the Beacon Press, Gloucester Times, GMG, the SFL website, radio station 104.9, CATV, and e-blasts. Our flyer can also go on the community blog every week until the event. Colleen said her daughter arranged for an announcement at the High School.
* Carol will develop a poster for the actual Bling Fling. Copies will be available for all Board members to pick up at the Friends mail drop in the staff room.
* Sandwich board signage will be placed outside the library. We will borrow the SFL wet floor signs for this purpose.
* The donut holes and cider which we give to library patrons during the Middle Street walk will be moved to the Friend Room to take advantage of the foot traffic.
* A small assortment of Sales Spot books will be set up in the Friend Room to publicize our expanded location and offerings.
* Pricing of donations has begun and will continue the next few Mondays. We also received several boxes of donations from the United Methodist Church.

**Art Auction:**

See comments under the Treasurer’s Report.

**Book Committee:**

* Leslie reports YTD revenue from the Sales Spot is $1495 not including a recent deposit in the amount of $148.
* Dennis again asks that only small wine boxes or the like be used for packing donated books. See new donation instructions on the wall in the Cage. If it is dirty or marked up, toss it. If it is outdated or probably not a good seller, put it in the More Than Words box. Jim Morris will remove these books to the basement.
* Recent magazines will be out in the Sales Spot but we will not be selling them at the annual book sale. VHS tapes – just toss in the trash. No free goods should be in the Sales Spot area.
* Paperbacks can be packed in heavy duty bags and stored on the 2nd floor.
* Dennis and Jane has book sorting responsibilities in December.

**Miscellaneous:**

The Board voted to cancel our December meeting. The next meeting will be at 3PM on Wednesday, January 17, 2018 in the Davidson Room.

**Adjournment:**

A motion was made, seconded and unanimously approved to adjourn at 4:10PM.