Minutes of the Friends of the SFL Board

Meeting Date: September 20, 2017

**Attendees**:

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

**Welcome & Approval of Minutes:**

The minutes of the August 16, 2017 work session were approved without revision.

**Treasurer’s**  **Report:**

Carol presented this month’s financial report which was approved by the Board. A copy is

attached to these minutes.

**On- Going Business Updates**

**Asst. Director’s Report:**

There are no requests this month.

**SFL /Saunders House Board Liaison Reports:**

* Jane indicated that following a legal review of the deed, it is unlikely that the Saunders House will be separated from the library. The deed requires the home to be used for library functions. It will not seek its own 501(c) 3 status. The house is in relatively good condition for its age except for mold/water issues which are being addressed.
* The IRS has been asked to affirm the tax exempt status of the SFL.
* Open Meeting law procedures were outlined by Kecia which all SFL committees will follow.
* The SFL Board welcomed new members Peter Feinstein, Samantha Low and Katlin Wagner.
* New carpeting is under consideration for the children’s room.
* The Corporate Communication Committee is developing outreach strategies which will include the use of Facebook and Gloucester Conversations to engage the public in the building effort. Redesigned architectural plans are anticipated in early 2018.

**Brochures:**

Gail would like to see the brochure design completed soon so they can be placed in the Sales Spot along with 2017-18 membership forms. Beth will provide Carol with a template to use and offered to do the printing as well.

**Committee Reports**

**Products:**

The new shipment of t-shirts has arrived and are in the closet inside the staff room on the 2nd floor of the Saunders House. Beth indicates we can use both tall storage cabinets (except one shelf) in the mail room.

**Membership:**

Lauren will schedule a meeting next week to kick off the 2017-18 membership drive which will include a trial of small businesses and a few banks.

**Bling Fling Fundraising:**

* Lauren notes the kick-off meeting went very well and the next committee meeting is slated for 2-4PM in the Anderson Room on 10/18 (prior to our next Board meeting). Advertising will begin on 10/9 and a structure is in place in the Cage for receiving donations.
* Carol will coordinate with Beth on advertising for the Middle Street walk.

Beth has new tripods which we can use for signage.

* A jewelry collection box will be placed on top of the display cabinet and a trunk for larger donations will be behind it. Some donated items will be displayed inside the cabinet once the missing shelf is located.
* Beth will provide a copy of the tax donation letter which is available to those making donations to the Friends or the SFL.

**Art Auction:**

Gail distributed a list of tasks associated with this 10/4 event and the assigned volunteers for each. Below are some additional assignments:

Dennis Water/plates

Kecia Wine glasses/napkins/flowers

Carol Ice/wine

Rosie Brownies

Colleen Cookies /runner

Carol/Kecia Food table 6-7PM

Beth/Carol Send reminder advertising to Friends and SFL distributions and social media . Advertising will be expanded by Gail to include Rocky Neck and Rockport Art associations.

Gail will check on the number of folks needed to take down the paintings from the Matz Gallery and at what time. Food people should arrive at 5:30.

**Book Committee:**

* Leslie reports YTD sales doubled from last year with our expanded selections and new genre signage. Two chairs for children and a book bin have been added.
* There are boxes marked “More Than Words” in the Cage for unwanted books which Jim Morris will move to the basement when filled. Discard old, musty books and be sure not to pile boxes against any heating units.
* A sign-up sheet is being passed around for book and Bling Fling sorting assignments for the remainder of the year. It will be posted inside the Cage.
* The 2018 book sale work plan will be emailed to all for review. A chairperson for this event is still needed. Shelagh has volunteered to assist.

[In a post meeting discussion this event will be chaired by Dennis, Shelagh and Kecia.]

**Miscellaneous:**

* A motion was passed to renew our Friends membership in the state Friends association at a cost of $30.
* Consideration will be given to nominating Joan Gilson for the annual award given by this group. Joan has continued her involvement in senior reading programs throughout Gloucester.
* The next Board meeting is Wednesday, October 18, 2017 at 4PM in the Anderson Room.

**Adjournment:**

A motion was made, seconded and unanimously approved to adjourn at 5:02 PM.