DRAFT

Minutes of the Friends of the SFL Board

Meeting Date: April 19, 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 | Fred Cowan |

**Welcome/ Fred Cowan:**

The Board welcomed Fred Cowan, new President of the SFL, who provided an update on the building renovation project. The Building Committee has placed a hold on plans for a new building and is concentrating on possible renovations to the Modell building and the 1913 annex. Fred is coordinating with the historic district commission (whose approval is needed to move forward) and also individuals with a vested interest in the architectural design and overall plan. Peter Feinstein is determining the priorities for the main building.

In addition the SFL Board is seeking the assistance of Attorney Meredith Fine to establish a separate Board of Directors and revenue stream for the Saunders House with fiduciary responsibility for its historical preservation. Dr. Merv Sibley will lead this effort.

**Secretary’s Report:**

The minutes of February 15th were approved without revision. The March meeting was canceled due to inclement weather.

**Treasurer’s**  **Report:**

March and April reports were submitted and reviewed by Carol including YTD income. The reports will be attached to the final version of these minutes. We still have over $1100 left in our operating expense budget. Our April balance (minus encumbered funds) is a little over $17,000.

**New Business:**

**Art Auction:**

After scholarship and MFA expenses are paid, about $3300 in revenue will remain and be transferred to the Friends account at the end of this fiscal year. The first art auction letters will be sent to potential artists around 7/15. The art scholarship will be chosen soon. Gail will connect with the high school.

**Museum Passes:**

After reviewing museum usage, a motion was approved to continue the House of 7 Gables $ 200 pass for another year and then re-evaluate whether to renew. Harvard passes finally arrived after Carol’s diligent efforts to obtain them and signage will be placed at the front desk announcing the offering.

**On- Going Business Updates**

**Assistant Director’s Report:**

The library would like to provide book bags with the new SFL and Friends logos to new patrons when they sign up for their library card. The cost per 1000 is $1.74 with a slight increase for 500 bags. The Board agreed to fund this effort for the 1st year. Beth will determine what quantity needs to be ordered for adults and children ( if included) at which point the Board can decide on a funding source.

Beth also provided copies of the newly designed and colorful SFL newsletter which features new staff members.

**SFL Board Liaison:**

* The SFL welcomed new Board members , Dr. Merv Sibley and Simon Paddock and Katherine Prum is due to be voted upon later this month.
* The SFL annual meeting has been changed to Monday, June 12th, due to the recent developments with the building renovation project.
* The library will be closed during the week of June 5th to allow for the reconfiguration of collections and shelving. The rear parking lot will be closed as well for repair work.

**ECCF Institute for Trustees:**

Gail reported on the workshops offered during this day-long seminar. One offered useful tips on communicating with someone whose mindset was different from the cause being promoted.

**Friends Pamphlet:**

Work continues on a draft to be presented to the Board.

**Committee Reports**

**Products:**

Front desk sales netted $110. New large shirts need to be ordered and Dennis will check the cost of a small order. The merchandise inventory sheet will be updated for the annual book sale. Old tees will sell for $1 and shirts will be $20 rather than $15. Book bags will remain $15.

**Membership:**

Carol provided a comprehensive membership summary of the past 3 years. YTD income is $5745 which exceeds last year’s intake. Benefactor membership has increased significantly. Retention of more members will be a focus in the future. Ideas are being sought for a Friends social event.

**Fundraising:**

Lauren announced we will proceed with plans for our “Bling Fling” fundraiser to be held on the Saturday of Middle Street Walk, December 9th. Lauren will contact Beth to reserve the room for 12/8 and 12/9. Committee volunteers to date include Rosie, Carol, Gail, Emily and Kecia.

**Book Committee:**

* Sales Spot YTD revenue totals $1,680.
* The Sales Spot will move to the 1913 annex the week of June 5th. Publicity to announce the new location will be required as well as signage. Lauren will assist to design a new Friends banner with the wave logo for this location which will permit expanded genre offerings. The “cage” will still be used for book donations/sorting. The $ collection box will also need to be moved and secured.
* Dennis, Lauren and Kecia are assigned to book sorting for May.
* “All hands on deck” will be needed for Wednesday, 5/17th, for the set-up of the annual book sale from 5/18-20. A volunteer sign-up sheet is being circulated. The YMCA teens will move the books on Tuesday, 5/16. Emily is coordinating the Thursday Friends only portion of the sale.
* Gail will contact Peter to arrange Gloucester Times coverage of our event.
* Carol created whimsical book sale posters which are on the table for posting around the community by Board members. Beth and staff will post the event on social media sites.
* On 5/1 Carol will send an e-blast notice of the book sale. On 5/20 another will be sent for the buck-a-bag sale and the reduced hours.
* Special “limited” 15 month membership forms will be updated and available throughout the book sale.
* Dennis is working to update the genre signage.
* The Buck-A-Bag sale will only run from 5/22 to 5/27. Carol will modify signage to reflect the shortened time frame. All remaining books will be moved on Wednesday, 5/31, to the designated area in the basement of the Saunders House for removal by the non-profit, “More Than Words”.

**Miscellaneous:**

The next Board meeting will be moved forward one week to May 10th at 4PM to avoid a conflict with set-up for the annual book sale.

**Adjournment:**

A motion was made, seconded and unanimously approved to adjourn at 5:55 PM.