

Minutes of the Friends of the SFL Board  
Meeting Date: January 17, 2018

**Attendees:**

Gail Sarofeen	Lauren Johnson	
Dennis Corkery	Carol Kelly	
Kecia German	Jane Mead	
Colleen Hogan-Lopez	Shelagh McCauley	
Rosemary Howarth		
Leslie Pearlman		
Guests:	Marlene Shindell	

**Welcome & Approval of Minutes:**

The minutes of November 15, 2017 were approved without revision. There was no meeting in December.

**Treasurer's Report:**

- Carol presented her January financial summary which revealed YTD income of \$8726 excluding the Art Auction proceeds. The latter income which was close to \$5,000 was presented in a prior report. The January report was approved.
- Carol will be traveling a good part of the next 3 months so Emily will handle check issuance. Kecia will handle membership deposits, front desk income and our gmail account updates.

**On- Going Business Updates**

**Middle Street Walk Wrap-up:**

Congratulations were extended to Lauren for her organization and efforts to make this event a success. Special appreciation is extended to Marlene for her guidance and assistance. Proceeds topped \$1,000 including items taken to RAD jewelers. If this event is held again, more jewelry should be taken to RAD before the public sale. All remaining jewelry was donated to 2<sup>nd</sup> Glance.

**Asst. Director's Report:**

There is no report this month.

**SFL Board Liaison:**

- The Building & Grounds Committee will be installing a new art hanging system in the Matz Gallery once the Lyceum art committee gives final approval. It will ease our art hanging for our annual auction.

- The SFL Board is planning on increasing security in and around the premises. Options include cameras and private duty security personnel. The Gloucester police currently patrol the building three times per day. The goal is to make patrons more comfortable when visiting the library and to discourage unwanted, and ruly visitors.

### **Saunders House Liaison:**

- The Saunders House dehumidification system is working very well. Remaining unwanted materials will be removed so that the area can be fully cleaned.
- An architect has been hired to evaluate the potential use of space and to recommend renovations and repurposing.

### **Pamphlet:**

Gail reported the new pamphlet has been finalized with Cindy's assistance and is off to print. Copies will be available at our Friends glass case, the Sales Spot and to new library card users.

## **Committee Reports**

### **Products:**

All products are currently stocked at acceptable levels.

### **Membership:**

- Memberships continue to trickle in with a current revenue of \$5,375 including \$1350 from 3 three local businesses.
- Carol will send out a final plea to renew as our numbers are lower this year despite our efforts to become more visible in the community.
- Next year the Membership Committee should begin efforts earlier (June perhaps) and explore new options to increase participation. Perhaps the Friends could be featured in a future issue of the SFL newsletter around the time of our renewal drive.

### **Fund-raising:**

See Middle Street Walk summary.

### **Art Auction:**

Carol has our net income projected at \$4,985 while Gail feels it should be higher. Carol will revisit the figures for accuracy. The event exceeded last year's income as noted in Carol's revised summary.

### **Book Committee:**

- The enlarged sales area is paying off as fiscal YTD Sales Spot income is \$1,858 with increasing sales each month.
- Donations continue at a steady pace so no publicity will be needed at this time to solicit books.
- Book sorting for the coming months is noted below:
  - January: Leslie / Rosie
  - February: Emily / Gail
  - March: Lauren / Shelagh
  - April: Colleen / Rosie
  - May: Dennis / Kecia
  
- Dennis will be moving some boxes to the Saunders House basement with Beth's approval. He reminded sorters not to use large boxes for packing.
- In March Carol will design and send out our "Save the Date" reminder.

**Miscellaneous:**

- Consideration may be given to the creation of a Friends bulletin board near the Sales Spot/Cage to announce and highlight our activities.

**Adjournment:**

A motion was made, seconded and unanimously approved to adjourn at 4:05 PM. The next meeting will be on February 21<sup>st</sup> at 3 PM.

Submitted by:

Kecia German, Secretary