August 2019 Minutes of the Board of the Friends of the Sawyer Free Library

Present: Rebecca Aliberte, Kecia German, Rosemary Howarth, Lisa Christensen-Foley, Dennis Corkery, Leslie Pearlman, Sandy Reinecke, Colleen Hogan-Lopez, Gail Sarofeen, Jeff Shindell
Absent: Jane Gagliardi

Minutes: (Shelagh McCauley)
The Minutes of the meeting on June 19, 2019 were accepted with one correction, namely that the July 12 pop up sale will be held on July 13.

Treasurer: (Rosemary Howarth)
A complete Treasurer’s report is deferred until the September meeting.
A partial report indicates that the Friends have $31,126.22 in the Cape Ann Savings Bank. There are also 6 Certificates of Deposit costing $30,000 at initial purchase in April 2019.
The pop-up sale in July raised $102.95.
The Book Shop raised $2882.12 for the year July 1, 2018 -June 30, 2019 and $474.36 for the period July 1,2019 -August 14, 2019.

Information from the library’s auditor indicated that $29,096.31 from the Art Advisory Committee Fund were deemed to have already been spent on the purpose they were restricted for and were therefore deemed unrestricted on June 30, 2018. These funds will be combined with the general account and art auction operating expenses and will be merged into operating expenses. The 2019-20 Budget (see attached) was voted on and accepted.

Assistant Director: (Beth Pocock)
A new library flyer is being produced. This will appear monthly, outlining all activities for the coming month. Several suggestions were made:- Addition of “sponsored by the Friends” where appropriate; name of books selected for each Book Group; continuing Bridge Class on Wednesdays at 12.30.
Art Exhibit for City of Gloucester’s 400th Anniversary: Beth outlined a proposal to honor the legacy of Samuel Sawyer, founder of the Sawyer Free Library. See attached proposal. Seed money of $5,000 is being sought. Further discussion was tabled until next month.

**Book Committee:** (Kecia German)
More publicity for the Book Shop, Membership and the Art Auction is being generated by Tracy Davis. An article will appear in the Gloucester Daily Times in the near future.
A new and amended notice advertising the Book Shop will be placed near the desk at the front entrance.
Kecia German will be stepping down from the chairmanship of the Book Committee as of October 1, 2019. Anyone wishing to assume this position should contact Rebecca or Kecia.

**Art Auction:** (Gail Sarofeen)
The Art Auction will take place on October 2, 2019.
Paintings will be collected during the week beginning August 26, 2019.
Various members agreed to sign up for help. Roger Armstrong will hang the paintings on Saturday, August 31 with Dennis Corkery, Colleen Hogan-Lopez and family.
Posters and cards advertising for the Art Auction will soon be available in the Friends Box and should be distributed by Board members.
Discussion of a future Mimi Ferrini scholarship tabled until a future meeting.

**Membership:** (Kecia German)
An initial blast was sent to 159 previous members whereas the total number is around 525. An error was made in the email distribution and this will be corrected. Test procedures will be implemented for the future.
A gift basket for a drawing for new members is being assembled.
Product: (Dennis Corkery)
Stable

Public Relations: (Colleen Hogan-Lopez and Sandy Reinecke) The G-mail (e-blasts) distribution “labels” will be simplified.

New business: (Rebecca Aliberte)
All officers of the Board of the Friends of the SFL are signatories for bank access at the Gloucester Savings Bank. As Vice President, Kecia German should be added to the list of those authorized signatories. She will visit Bank Gloucester to make this change. The library’s bookkeeper, Mary Katherine Gray uses QuickBook, which will generate an audit report. The Board voted to switch its accounting to the library’s bookkeeper so that it would be integrated into the QuickBook system.

The meeting was adjourned at 5.40pm

The next meeting will be held on Wednesday, September 18, 2019 at 3pm.

Respectfully submitted, Shelagh McCauley