

Friends of the Ayer Library Executive Board Meeting  
Thursday, January 17, 2019  
Minutes

**Attending**

*Friends Board members:* Jeanne Bombara, Carol Horgan, Mary Metzger, Liz Nonis, Laurie Sabol, Elaine Sullivan

*Library Staff members:* Tim Silva, Christina Zoller

*Visitors:* Rebecca Jones, Irv Rockwood

1. Minutes of October 2018 meeting approved
2. President's/Treasurer's report: Liz Nonis
  - Met with Cindy Thomas, CPA, re tax-exempt status. 501c3 is correct status for us and Liz filed on December 3. Should hear soon but will be delayed due to government shutdown. May need to edit bylaws once 501c3 is finalized. Moved, second, voted to authorize Cindy to file all documents (990s, etc) for \$350 per year.
  - Met with Community Foundation of North Central Massachusetts in November. After discussion, it appears as if they might not be a relevant partner for us now but we'll keep them in mind for the future.
  - To set up a Mass Tax account, we have to have secured our non-profit status. Once 501c3 is complete, Liz will create MT account. We have to report sales tax now. Only need to pay/report sales tax when we sell items.
  - Accepting and acknowledging donations
    - If greater than \$250, need to send acknowledgement letter to donors.
    - For large donation that came in immediately prior to year's end: LS will write general letter, signed by Liz. Christina will write specific letter detailing how funds will be spent. LS will develop donation letter template and will distribute to board for approval. We'll also make a sign for public service desks promoting donations.
  - Online banking with Main Street Bank is in process.
  - Liz contacted Sheila Schwabe at the Ayer Cultural Council about working with us on this year's craft fair.
  - Second Nashoba Valley Voice subscription (which Friends had been paying) will be paid with library materials budget as will Lowell Sun.
  - The Friends supported 34 programs in 2018.
  - CY 18 Friends Financial report
    - \$17,938 starting balance
    - \$11,623 ending balance
    - \$13397 total expenditures. This includes:
      - 38 checks for program fees (\$5863)
      - Movie license fees
      - NVV subscription
      - Library staff conference fees
    - revenue
      - \$1444 plant sale, tote bags
      - \$5638 donations, fees, book sale, memberships

- Friends budget: Tim would like funds set aside before the year starts so that library staff know how much they have to spend. Moved, seconded and voted to give the library \$6000 for programs. In addition, \$3000 will be allotted to a petty cash fund for library and Friends expenses such as paying our accountant and other needs. The total budget will be \$9000. We will no longer designate funds for staff professional development. The library will fund those expenses from their budget.
3. Trustee's report: none
  4. Library director's report: Tim Silva
    - Trustees approved Tim's proposed operating budget for coming year, which includes staff raises.
    - With some salary savings, the library has added four new staff, almost one FTE.
  5. Programs and projects
    - 2019 membership campaign/social event
      - i. Email to go out about renewing
      - ii. LS will make signs about membership for desks. Will send to Christina.
      - iii. Staff who introduce programs will add "and if you'd like to join the Friends . . ." and will have mem forms.
      - iv. How about a poster for programs? Christina will work on.
      - v. Social event: drop in and meet the Friends. Slide show of programs, show some special collections.
    - June plant sale: Mary Metzger
      - i. Plans are moving ahead.
      - ii. Broadening to include not only native pollinators, but also irises, perennials, succulents, house plants, perhaps others.
      - iii. Will publicize at March 23 drop-in Friends.
    - 2019 Ayer Crafts Fair
      - i. Extent of assistance from Ayer Cultural Council will probably be a financial donation, as occurred last year.
      - ii. Will likely have music again this year.
      - iii. Discussion about attempting to increase attendance: at another location, partner with other groups?
    - Books on Wheels
      - i. Carol and Tim are talking about.
  6. Adjournment

#### Action Items

- LS will write general donation acknowledgement letter, signed by Liz. Christina will write specific letter based on how the children's department will allocate the funds. LS will develop donation letter template. IP
- LS will develop wording for sign for public service desks about benefits of donations. Combine with membership sign? Will give to Christina for placement. IP
- LS will send notifications (print, e, APAC, newspaper, etc) about renewing Friends memberships. IP
- Christina will work on poster to be placed at entrance to programs about Friends sponsorship.
- LS and ES will continue planning Friends drop-in social event.