

Friends of the Ayer Library Executive Board Meeting
April 18, 2019, 6pm-8pm, Ayer Library
Minutes

Attending

Friends Board: Jeanne Bombara, Mary Metzger, Liz Nonis, Laurie Sabol, Elaine Sullivan

Library Staff: Tim Silva, Christina Zoller

Guests: Marilyn Harris

1. Approval of minutes of previous meeting
2. President's/Treasurer's report
 - a. Presidents report
 - i. 501c3 status is official as of January 2019. Docs are available in Google Drive. Will require language change in bylaws. Liz will propose wording at July meeting and it will be voted on at the annual membership meeting.
 - ii. Tax forms will be completed by our CPA.
 - iii. Voted to send acknowledgements for those who give donations of \$50 or more. The Friends president will sign it. Voted to send an acknowledgment email to all new members. Should note that membership fees are not tax-deductible. LS will do this for 2019.
 - iv. Liz is drafting a memo of understanding between the Friends and the Library. It must be voted on by the Trustees.
 - v. The Massachusetts Friends of Libraries asked us to send a letter about state funding. Liz is working on this.
 - vi. The Mass Friends of Libraries is holding its Spring sharing conference on 5/4. If anyone can attend, that would be great.
 - b. Treasurer's report
 - i. Quarter 1 total expenses: \$1682 including 4 programs of \$890 in expenses.
 - ii. Income \$2273 from book sale, donations, and fee/copy costs.
 - iii. Online banking is now activated.
3. Trustee liaison's report: no report
4. Library director's report
 - a. Trustee retirements and president out of town have contributed to no Trustees meeting since January. Two people are running for trustee in this Monday's election. Robert Gardner and Becky Campaner. Julie DeWalt is running as a write-in candidate. There are nine total seats on the board of trustees.
 - b. Tim met with town finance committee in early March re the library's FY 20 budget. Very supportive meeting. Recent joint finance committee/BOS meeting approved all proposals. Proposal has to be voted on at Town Meeting.
5. Library staff report
 - a. Christina reported that staff is having a lot of fun during vacation week. Justine is working on the library's maker space. Staff will be doing an equipment cleanout in the near future.
6. Programs and projects
 - a. Old business
 - i. Feedback on March 23 Meet and Greet
 1. Agreed that it went well. Will bring up again for next year.
 - ii. Plant Sale/donations/fund raiser update: to be done

1. Mary would like to transition this to a community-wide tradition.
 2. PR
 - A. Now: native pollinator plants available. You can also donate any outdoor or indoor plants except trees/shrubs.
 - B. Mary and Laurie will meet to schedule online PR.
 - C. Posters: LS will call J&S to order. DONE
 - D. Elaine will pick up and distribute posters.
 - E. Staff: please put small flyers at desks.
 3. Mary presented a proposed site map. She will grow plants. Label plants (print on library laser copiers.) PR to Native plants groups online and garden clubs. Provide tables, card table, tablecloth, cut flowers. Make List of Signs needed. Send final plant list to Tim. Arrange movement of plants to library. Will bring wagon.
 4. Jeanne and Laurie will be cashiers. Liz will get some cash ahead of time.
 5. Plants will be priced to sell. May have a buy one/get one after 1:30.
 6. Elaine, Laurie and Carol can bring tables to the library on Friday at 4:45pm.
 7. Carol can help move tables on Sat AM and will provide little colored stickers.
 8. Everyone who is available on Sat 8:30am should be at the library.
 9. Elaine and Mary will do intake.
 10. Elaine will work on signs and will bring an extra table.
 11. Laurie will bring boxes for carrying plants home. Will get tongue depressors.
 12. Christina will bring two popup tents and will post PR info on library website and FB.
 13. Tim will dig coneflowers at the library.
 14. Library staff will help store tables, set aside chairs for us to use on Saturday and will provide markers for labels.
 15. A copy of the "donate to the plant sale" poster is in Google Drive.
- iii. Crafts Fair update
1. Cultural Council is discussing. Would like to coordinate with other local groups. Location may be Sandy Pond School, in conjunction with their 150th anniversary. Tentative date is Sept 7. Ayer Town Manager is excited about this.
- b. New business
- i. Museum passes
 1. Christina will find out which ones the library might want us to fund. LS will look at what other libraries offer.
 - ii. Library of things/Repair café
 1. Laurie describe what this could look like and how the library might be involved. Tim and Christina were receptive. Continue discussion at next meeting. Idea of starting small, what kinds of things to be loaned? This link will likely give you more info than you ever wanted about this idea: <http://guides.masslibsystem.org/things>. MassDEP has grant money available to get these started.

2. Repair café idea as a series: bikes, sewing, computers. This could be a project “owned” and coordinated by the Friends.
 - iii. Friends Author Series
 1. Semi-annual series is proposed. Would authors sell their books? Would we use this as a fund-raiser? Could we look into corporate sponsorship? Elaine and LS will look into.
 - iv. Website
 1. LS will give language to Thomas that we are now 501c3.
 2. More info about plant sale, etc.
7. Action items for next meeting
 - a. Liz: bylaw language change re 501c3 designation
 - b. Laurie will send all new members email acknowledgment. Will draft language and send to the board for comment.
 - c. Plant sale: lots of action items for all of us. Please check the minutes above to make sure you’re clear about your assignment(s).
 - d. Laurie will look at museum passes offered at other libraries.
 - e. Elaine and Laurie will meet to talk about the author talk series.
 - f. Laurie will give Thomas 501c3 content for website.
8. Adjournment
 - a. We adjourned at 8:05pm.