

Friends of the Ayer Library Annual Membership/Executive Board Meeting
Thursday, October 17, 2019 6pm-8pm
Ayer Library
Minutes

Attending *Friends Board:* Jeanne Bombara, Carol Horgan, Mary Metzger, Liz Nonis, Laurie Sabol, Elaine Sullivan
Friends Members: Claudia Abbes, Dan Demille, Ellen FitzPatrick, Shawna Graham, Irv Rockwood
Library Staff: Samantha Benoit, Tim Silva
Library Trustee: Robert Gardner

1. The minutes of the previous meeting were unanimously approved.
2. President/Treasurer annual report
 - a. Treasurer's report
 - Sept 30, 2019 balance = \$13,692. July 1, 2019 balance was \$14,464. \$772 was spent from July through September.
 - Quarterly expenses: funded 8 programs (\$1745), spent \$436.87 in petty cash, \$18.42 on the plant sale for a total of \$2200.29 spent.
 - Quarterly income: book sale (\$538.65), fees/copies (\$1410.90), donations (\$203.10) for a total of \$2152.65.
 - Year to date program expenditures: \$3911
 - Annual report with the Massachusetts Secretary of State was filed. Including an update of the list of Friends officers.
 - Received annual Attorney General's certificate for solicitation
 - Donation: \$51 from Shaw's. If we haven't sent a thank you, we will.
 - b. President's report current and recent activities
 - Governor's budget, level funding for libraries
 - Sandy Pond Schoolhouse celebration was a great success. Kudos to Irv Rockwood!
 - Mass Friends of Libraries membership has been renewed
 - Gave Nancy Askin two retirement gifts
 - c. Bylaws amendments
 - The board approved new language for Article 2, Section 1 (para 2); Article 4, Section 10 and Article 4, Section 11. New bylaws are attached.
3. Election of Officers/Approval of Members-At-Large
 - a. Election results
 - Mary Metzger: President
 - Carol Horgan: Vice President
 - Liz Nonis: Treasurer
 - Laurie Sabol: Secretary
 - Elaine Sullivan: Member-at-large
 - b. Many thanks to Liz Nonis for her amazing work supporting the Friends for over 20 years!
 - c. Adopt 2020 Calendar (Oct-Oct) including meeting start times
 - Thursday, Jan 16, April 16, July 16, Oct 15
 - Starting time will change to 5:30 for Jan 16 meeting

- Garden Sale: May 30
- d. Adopt Programming Budget 2020
 - The Friends voted to allocate \$6000 for library programs in 2020 of our projected budget of \$9000.
- e. Set 2020 Dues
 - The Friends voted to retain the dues at \$10 for 2020. If anyone joins between now and the end of the 2019 calendar year, the dues will include a 2020 membership.
- 4. Programs & Projects
 - a. Holiday Open House/Staff Appreciation
 - Holiday Open House: Library staff will let us know how we can help.
 - Staff appreciation: Elaine will buy gift cards and thank you notes.
 - b. Membership Campaign/How to Help Friends Poster
 - Poster: Mary will talk to Christine about the draft she was working on.
 - At Holiday Open House, inform attendees about Friends and encourage joining.
 - Voted to receive membership dues via credit/debit cards.
 - LS will write new membership form for 2020. Figure out how to note year. Clarify that cash and checks (in person or through the mail) and credit cards (online only) are accepted for dues. Set up Paypal account so we can accept dues via credit/debit cards.
 - We should follow up on those who didn't renew for 2019.
 - Ellen Fitzpatrick will help with revising the bookmark.
 - Laurie will BCC addresses on future emails to membership.
 - Social media outreach
 - APAC program on Friends membership
 - c. Books on Wheels: Samantha and Carol
 - Plan to roll out in November
 - Coordinating drivers, phone callers, other volunteers
 - Currently writing a volunteer manual
 - May think about school kids as a phase 2.
 - d. Local Authors Series: tabled til January meeting
 - e. Garden Sale Fundraiser
 - Discussion of broadening the sale to include garden tools, art, supplies, crafts. etc
 - To be determined: where are donations stored, when are they accepted, what do we do about pricing, what do we do with things that don't sell
 - For bookmark, call it annual garden sale
 - Subcommittee was appointed: Liz, Carol, Elaine
 - f. Library of Things
 - Decided to give this idea back to the library staff to think about. Related is that a town resident has brought forth the idea of a maker-space in Ayer. Also discussed repair café but no action taken. Laurie pointed out that the library of things and the repair café support the philosophy of the "borrow, don't buy" economy.
 - g. Board of Trustee's report

- Bobby Gardner is the new Trustees president and will be the Trustee's liaison to the Friends. He can be reached via email at bob667075@aol.com.
 - The Trustees need three new members to be fully staffed.
 - Should we have a liaison to the Trustees? Discuss at January meeting.
5. Library director and staff report
 - a. Fall programming is going well.
 - b. Completed purchase of 200 glass historic negatives from 1890s. Theme of towns of Ayer and Shirley.
 - c. New head of adult services position should be on board soon.
 6. Museum passes
 - a. Banner to advertise
 - b. Additional passes
 - c. Laurie will email the board with further info.
 7. Book reselling
 - a. Laurie and Elaine will work on.
 8. Adjournment at 8pm

Action Items

1. **Who:** Thank you for Shaw's \$51 donation
2. Elaine
 - gift cards for library staff
3. Mary
 - follow up with Christina about Friends poster
4. Laurie
 - publicize and promote election results and 2020 meeting/event calendar on library website and elsewhere
 - study how to set up Paypal account for dues and book selling
 - museum passes banner and additional passes. Will discuss via email.
5. Laure and Ellen FitzPatrick
 - membership documents for 2020. For bookmark, refer to annual garden sale. How to follow up with 2018 members who lapsed in 2019. If we have time we'll look into broader social media and Ayer Public Access Cable TV outreach.
6. Laurie and Elaine
 - research and plan book reselling from current book sale stock.