

Friends of the Ayer Library Executive Board Meeting
July 8 2020 5:30-8:00pm
Minutes

Attending

- Friends board members: Carol Horgan, Liz Nonis, Laurie Sabol, Elaine Sullivan
- Trustees: Becky Campaner, Bob Gardner, Cyndi Lavin
- Library Staff: Samantha Benoit, Christina Zoller
- Visitors: Julie Corenzwit, Ellen FitzPatrick, Irv Rockwood

1. The meeting began on Zoom at 5:30pm. The minutes of the January 2020 meeting were approved. Laurie Sabol will forward them to Tom to put on the library website.

2. Library Board of Trustees report

- Cyndi Lavin will coordinate the process for the Friends to receive Trustee meeting agendas and minutes.
- Bob Gardner, Trustees president asked if any Friends board members would like to join the Trustees. There are two openings. If interested, please contact Bob at bob667075@aol.com.
- One of the primary issues the Trustees want is to work with library staff to develop a new strategic plan for the library, which is required to apply for various grants and to plan the direction the library is going in.

3. Friends President's/Treasurer's report

- The board accepted the resignation of Mary Metzger and thanked her for her dedication to the hugely successful native plant sale.
- Treasurer's report: Jan to June report
 1. 990EZ form needs to be filed soon.
 2. Friends balance
 - a. \$13,891 (Jan 1 2020)
 - b. \$14,713 (June 30 2020)
 3. Expenses
 - a. \$640 (in person and online programs)
 - b. \$500 (museum passes)
 - c. \$594 (petty cash)
 - d. \$228 (misc)
 4. Income
 - a. \$2666 (book sale, donations (inc Friends memberships), fines/faxes/copies)
 - b. Laurie Sabol will look at Paypal to assure that payments from ebook selling are being deposited into our Main Street Bank account.
 - c. Laurie Sabol asked if Friends donations can be separated from membership fees. Samantha says this can happen on the library's end.
- The board voted to allow the bylaws to be amended at any board meeting, not only the annual meeting. The bylaws will be changed at the October meeting to reflect this.
- October 15 annual meeting prep, slate of officers
 1. Tentative slate: Carol Horgan, president, Liz Nonis VP/treasurer, Laurie Sabol secretary, Elaine Sullivan and Ellen member-at-large.

2. As in previous years, Friends members -and the wider Ayer community- will be notified about the election, with encouragement to run for a position.

4. Programs and projects

- Fund raising ideas
 1. David Sibley program
 - a. Laurie Sabol informed attendees about an idea to bring David Sibley, a well-known birding expert, to the Bull Run next summer. Both the Ayer and the Shirley libraries will be the beneficiaries. She met with the Alison Tocci from the Bull Run and Deb Roy (as well as a Shirley Friend whose name I don't recall) from the Shirley library and both are on board and excited about the idea. Initial financial questions such as admission cost, grants, business sponsorships were discussed. Alison shared a lot of helpful information to frame the project. Essentially, our (both libraries) first task is to identify a date and decide what we would like to charge.
 - b. Elaine Sullivan volunteered to work on this with Laurie.
 2. Gift card fundraiser "Shop with scrip"
 - a. Page Hilltop is already doing.
 - b. The board thought this was a great, easy-to-do idea. Elaine Sullivan and Carol Horgan, will look into it.
 3. Book sale
 - a. The Friends would like to see the book sale up and running, in a safe way. We thought patrons might be interested in an [XYZ subject] bag of books, with Friends members collecting and bagging the books.
 - b. A tent book sale in the fall was enthusiastically discussed.
- Membership outreach/update/involvement
 1. When members fill out membership forms, they're asked if they want to get involved in particular ways but we've never sought their involvement. We agreed to send targeted emails to encourage involvement.
 2. Ellen FitzPatrick will send a new issue of the newsletter after this meeting. It will also remind members to contact us to get involved in any of our initiatives: event planning, PR or fund-raising.
 3. We will remove the plant sale from the membership form next year.
- Irv Rockwood, from the Sandy Pond School Association requested a letter of support for a grant funding from the Ayer Community Preservation Community. Ellen FitzPatrick agreed to take the lead on the letter.

5. Library director and staff report

- Staff has been "both busy and not busy."
- Library has been shut since March 17.
- Staff returned May 26 and are working in two teams of 5 each.
- Doing curbside pickup. 26 slots available per day/100 pickups per week.
- Curbside crafts for kids happening now. May start adult curbside crafts also.
- Bob Gardner acknowledged the staff on behalf of the residents and Trustees.
- Programs have been filmed and are available on APAC and/or Facebook.
- Fine-free info: Tim Silva wants to make this happen. Friends and Trustees will have to sign off on this. Friends takes in roughly \$300 per month in fines. Which way do we want

to go on this? Will be discussed at future Trustees meeting. Library staff believes that fines do not encourage the return of books.

- Review of shutdown/impact on patrons and staff
 - Looking into curbside drop-off at Nashoba Park and Ayer Council on Aging
6. Next meeting October 15, 5:30pm
 7. Adjournment 7:27pm

Action Items

1. Laurie Sabol
 - a. promote museum passes for those that are open/opening
 - b. look at Paypal to assure that payments from ebook selling are being deposited into our Main Street Bank account.
 - c. Send targeted emails to members re involvement
2. Ellen FitzPatrick is working on the new issue of the Friends newsletter.
3. Samantha Benoit to separate Friends donations from Friends memberships
4. Library staff will look into ways to “reopen” the book sale
5. Who will work on the tent/book sale?