

Friends of the Ayer Library Annual Membership Meeting
Thursday, October 15, 2020
Minutes

Attending

Friends Board: Carol Horgan, Liz Nonis, Laurie Sabol, Elaine Sullivan

Library Staff: Samantha Benoit, Christina Zoller

Guests: Julie Corenzwit, Irv Rockwood

1. The minutes of the July 2020 meeting were approved.
2. President's report
 - a. The Friends received a letter of thanks from Irv Rockwood for our support of the Sandy Pond Schoolhouse CPC grant for restoration and preservation of the building.
 - b. Bylaw amendments
 - **The board voted to amend the bylaws in order to amend bylaws at any meeting.**
 - i. When new people join in October or later, their membership will include the following calendar year.
 - ii. All members in good standing will be able to vote at any meeting.
 - Notifications of upcoming meetings, along with proposed amendments, will be sent with meeting invitation/agendas.
 - c. **Board election.** Congratulations to our board. It was a brutal campaign season and election!
 - Carol: President
 - Liz: VP/treasurer
 - Laurie: secretary
 - Elaine: member at large
 - d. Fine-free discussion
 - Samantha led a discussion about how the library tracks the amount of money received as fines and lost/paid items. Library is very lenient with patrons who may not be able to pay their fines. Ayer is one of the only CWMARS libraries whose fines are returned to the library. **The board voted to retain the current fee structure.**
 - e. 2021 board meetings will take place on the 3rd Wednesday of each quarter.
 - 1/20/21
 - 4/21/21
 - 7/21/21
 - 10/20/21

3. Treasurer's report (June 30 - Sept 30)

balance	6/30	\$14,713	9/30	\$15,389 (+ \$676)	
expenses	July	\$0	income	July	\$841
	Aug	\$240 (2 programs)		Aug	\$0
	Sept	\$0		Sept	\$175
	Total	\$240		Total	\$1016

- a. Due to Covid, the time period to file Form 990 has been extended. Accountant will complete Form PC for the state attorney general. The cost of filing that form is about \$300. Sec of State filing is due Nov 1, with newly elected officers' names.
 - b. Flowerpots at entrance of library are beautiful and were done by Liz.
 - c. Amazon Smile
 - Registration is complete. Christina, Elaine and Laurie will work on publicity campaign for Smile and ShopWithScrip.
4. Programs and projects
- a. Old business
 - Membership outreach plan
 - i. 2019 = 20 members
 - ii. 2020 = 33 members
 - Fourteen 2019 members renewed in 2020.
 - iii. Samantha suggested highlighting membership in an issue of the new library newsletter. May put membership forms in curbside checkout bags. The board supports both ideas.
 - iv. Will discuss again at January meeting
 - v. Revise bookmarks and membership form for 2021
 - vi. Incentives: will discuss over email
 - Book sale plans
 - i. Date postponed until October 24 due to rainy forecast. Many thanks to Christina for her great PR piece!
 - ii. 6913 titles deleted from the library!
 - iii. A few small details need to be finalized
 - Sibley program
 - i. On hold until Spring 2022. Will revisit with Bull Run and Shirley Friends and submit offer in Spring 2021.
 - Books on Wheels
 - i. On hiatus at Nashoba Park. Sam has had communication with NP. Social worker is fulfilling their requests now.
 - ii. Ayer Council on Aging: outreach has been done but appears to be a lack of interest on the part of residents.
 - b. New business
 - Sheila Carman, Ayer Community Garden, seed library
 - i. Library and Friends are supportive but agreed to defer until library reopens.
 - Shop with Scrip
 - i. The program is ready to go. PR will go out. Christina will design, Elaine and Laurie will supply text, codes, etc.
 - Laurie forwarded two program ideas (the bookmark workshop and a writing contest) to Samantha and Barbara.
 - Laurie contacted Ellen FitzPatrick about the next issue of the Friends newsletter.
5. Library Board of Trustees report
- a. August and September 2020 meeting minutes are available.
 - b. Prominent discussions include the strategic plan, library opening for computer use.
6. Library director and staff report
- a. 1300 curbside requests have been filled

- b. 800-900 kids/teen craft bags have been distributed
 - c. Adult crafts starting up
 - d. New titles are displayed in the front window and can be checked out on the fly
 - e. A shed will be located near the front door of the library for curbside pickups in anticipation of cold weather.
 - f. Library is accepting requests for printing and faxing
 - g. 18 Hotspots and 6 hotspot tablets are almost ready to be checked out.
 - h. Weeding project is done. Space will be used for new materials, upstairs books that were in front room will also be integrated into the adult collection.
7. The meeting adjourned at 7:20pm.

Action Items

1. Laurie Sabol
 - send draft of amended bylaws
 - revise bookmark and membership form for 2021
 - let Ayer Community Garden know the seed library plan will be deferred
2. Elaine, Christina, Laurie
 - SWS, Amazon Smile PR campaign