

Friends of the Ayer Library Executive Board Meeting  
January 20, 2021 5:30-8:00pm  
Minutes

**Attending**

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

*Library Staff:* Samantha Benoit, Tim Silva, Christina Zoller

*Guests:* Claudia Abbes, Ellen FitzPatrick, Bob Gardner, Marilyn Guest Harris, Irv Rockwood

- 1) Minutes of the October 15, 2020 meeting were approved by the board.
- 2) President's report
  - a) Carol Horgan reported that the Books on Wheels project is still on hold
- 3) Treasurer's report
  - a) See the attached year-end 2020 financial report.
  - b) Amazon has sent us our first check for Smile purchases. Laurie Sabol will give Amazon Smile sign-in info to Liz Nonis. (Done)
- 4) Programs and projects
  - a) Old business
    - i) Membership report
      - (1) 2019: 20 members
      - (2) 2020: 34 members
      - (3) 2021: 24 members
      - (4) Laurie Sabol will send direct messages to previous members who haven't renewed in 2021.
      - (5) Library will put membership form in bags in Feb.
      - (6) Membership form and payment are now online, and are still available in paper/to download.
      - (7) 2021 Extra donations
        - (a) 9 @ \$10-\$15
        - (b) 1 @ 100
        - (c) 2 @ 200
        - (d) 1 5\$ monthly
    - ii) Tote bag re-order
      - (1) The board agreed to re-order tote bags, this time using the Friends logo. Ellen FitzPatrick will send logo to Elaine Sullivan for Elaine to price.
      - (2) We'd like to see a sample bag prior to ordering to check for quality, size, etc.
      - (3) Elaine will continue factfinding.
    - iii) Shop With Scrip has not worked out well and will be discontinued until/if it becomes easier for us to manage. Thanks to Elaine and Carol
  - b) New business
    - i) Membership year
      - (1) The board voted to change the membership year to a floating year (i.e., no matter when someone joins, the membership will expire in 12 months), effective January 2022. Laurie Sabol and Elaine Sullivan will meet to operationalize and will follow up at a future board meeting. Bylaws will be amended.
    - ii) Spring 2021 fundraiser ideas

- (1) Library staff mentioned that a Summer reading program is in the early stages of development. They also mentioned possible story/poetry walks at Pirone Park and Pine Meadow Conservation Area.
- (2) We discussed a small book sale. Library staff will move book trucks stocked with sale books near the shed as the weather starts to clear.
- iii) Everyone agreed to a Letter from Santa Winter 2021 fundraiser. Who wants to work on this?
- iv) We reviewed the process for Friends checks received at the library: all checks go through Sam, who keeps track of them for library records. Laurie Sabol will pick up checks every other Friday (starting Feb 5, 2021) and will record membership information, then pass them on to Liz Nonis for deposit to our bank. them.
- 5) Library Board of Trustees report
  - a) Alan Manoian is interviewing Bob Gardner, Library Trustee's president, regarding Ayer's 150<sup>th</sup> anniversary.
  - b) The library's 501c3 status has expired. Board of Trustees will discuss next steps.
- 6) Library director and staff report
  - a) Library staff is split into two groups, working well. Paying attention to all Covid protocols.
  - b) Staff is providing basic services that residents rely on. Trying to maintain the community connection. Looking at ways to offer laptop use to patrons. Very busy with curbside and phone calls. Users are very appreciative and are expressing that to the staff.
- 7) Friends newsletter
  - a) Ellen FitzPatrick is looking for content for the next newsletter.
  - b) Christina is working on a book of the month club for the YA population and will send Ellen some info about it
  - c) Ellen would like more info about the adult make-and-take crafts. Sam will coordinate supplying more info for the newsletter from staff.
  - d) Will get some info about the wi-fi hotspots. Friends can supply funds to buy more games.
- 8) Bylaws amendments: Prior to April meeting, Laurie Sabol will send draft for acceptance.
- 9) Next meeting is Wednesday, April 21, 5:30-8:00pm
- 10) Adjournment 7:30pm

#### Action Items

- Laurie Sabol
  - send direct messages to previous members who haven't renewed in 2021.
  - send bylaws draft for acceptance at April meeting.
- Laurie Sabol and Elaine Sullivan will meet to operationalize membership year change.
- Elaine Sullivan: tote bag factfinding
- Library staff
  - put membership form in bags in Feb.
  - move book trucks stocked with sale books near the shed as the weather starts to clear.
  - Sam will supply content for the next Friends newsletter.