

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

Attending

Friends: Ellen FitzPatrick, Carol Horgan, Liz Nonis, Laurie Sabol, Elaine Sullivan

Library staff: Samantha Benoit, Tim Silva

Guests: Rob Jobin, Irv Rockwood

- 1) Approved minutes of previous meeting
- 2) Presentation of slate/election of new board members
 - a) All current members agreed to serve another term and were voted in.
 - b) Ellen FitzPatrick agreed to serve as member at large, and she will also continue to write the newsletter. She was voted in.
- 3) President's report
 - a) Thanks to everyone who helped at the Heart of Hometown festival.
- 4) Treasurer's report
 - a) Quarterly documents (Friends income and expenses, and Library income and expenses related to Friends budget) were presented to the board.
 - b) Liz reconnected with our accountant and will file 2020 990 EZ and MA form PC. The MA secretary of state filings are due Nov 1.
- 5) Programs and projects
 - a) Old business
 - i) Tote bags/membership campaign
 - (1) About ¼ of members who were eligible for a free tote bag picked them up.
 - (2) There was a brief discussion of holding Friends members-only hours during future book sales.
 - (3) Membership campaign plan will be on the January 2022 meeting
 - ii) Book delivery to Nashoba Park
 - (1) Sam has talked to Nashoba Park. Some residents are interested but they haven't communicated their interest to the activities director.
 - (2) Elaine will reach out to the NP activities director.
 - (3) Sam will give forms to Elaine to bring to NP and will reach out to the new COA director.
 - (4) The board suggested rethinking advertising and redesigning the poster.
 - iii) Fall book/craft sale
 - (1) Plans are coming along.
 - iv) Funding a reading specialist for a local literacy program
 - (1) Between Stone Soup Kitchen and the library there is a need for reading comprehension volunteers
 - (2) If we want to advertise we should have a better idea of what we're looking for.
 - (3) Can Ellen and Elaine can develop a notice for the Friends newsletter?
 - (4) Elaine can write a note to stuff in bags at the book sale.
 - v) Ayer junction map fundraiser

- (1) Map sales will be promoted at the book sale and through local and social media sources.
 - (2) Prices will be \$10/B&W, \$12/sepia.
- vi) David Sibley program
 - (1) First payment made
 - (2) Team met to talk about ticket/PR campaign has taken place. Tickets will go on sale after the beginning of the year. The team will seek sponsorships.
- b) New business
 - i) Reimbursement for library activities
 - (1) How should we handle unforeseen library staff expenses
 - (a) Unforeseen expenses under \$500 are approved by the treasurer. Expenses over \$500 will be reviewed by the Friends board.
 - ii) The board agreed to renew our membership in MFOL and to join Ctrl Mass Library Advocates
 - iii) The Friends agreed to name the book sale room the Friends Book Cellar. Thanks to Tim for the great suggestion!
 - iv) Legislative advocacy outreach
 - (1) A Friends member has stepped forward to keep track of state and federal legislation for Friends members. Tim pointed out that we should keep local concerns in mind also.
 - (2) Laurie is going to meet with the Friends member to talk more about how to carry out this goal.
 - v) Partner with new bookstore?
 - (1) The Little Bee owner might be interested in donations after our book sale. Elaine will talk to the owner.
 - vi) Library telescope/binocular loan program www.librarytelescope.org
 - (1) Do we want to start by doing a telescope/astronomy program?
 - (2) Can Aldrich Astronomical Society do a program, which will allow us to gauge interest?
 - (3) Table until January meeting
- 6) Dates for 2022 meeting: Jan 19, April 27, July 20, Oct 19, 5:30-8pm
- 7) Library Board of Trustees report
 - a) No report
- 8) Library director and staff report
 - a) At the recent Trustees meeting, they discussed budget for 2023.
 - b) Strategic plan was accepted. It will become active FY 23 (July 1, 2022)-FY27. Tim will report on its progress periodically.
 - c) Staff changes: Promoted Keith Ugles, hired Heidi Flynn. Both are circulation librarians. Hired a new part-time library clerk
 - d) In-person programs haven't restarted because of both Covid and the roof collapse in the reading room.
- 9) Adjournment

ACTION ITEMS

Elaine will reach out to the Nashoba Park activities director.

Sam will reach out to the new COA director.

Ellen and Elaine will develop a notice for the Friends newsletter

Elaine will write a note to stuff in bags at the book sale.

Liz will renew our membership in MFOL and join CMLA.