

Friends of the Sharon Public Library Minutes, board meeting on March 4, 2024 – held on Zoom. Prepared by: Joanne Blatte

Present: Joanne Blatte, Alice Cusner, Charlotte Hogan, Elizabeth Gonzalez James, Elizabeth Kassab, Amity Kelley, Matthew Landau, Kate Mason, Catherine Ranahan, Kashmica Sarkar, Carolyn Weeks, Lee Ann Amend (library director)

Key Tasks assigned at this meeting:

All:

Promote upcoming events

Sign up for book sale

Alice:

Adopt a Book, as needed

Manage the membership database as needed

Determine number of members and lapsed members for postcard mailing

Print out address labels for postcard mailing

Help Kate with postcard revisions

Provide potential member volunteers list to Catherine

Amity:

Send book sale table layout to the board

Provide sparkling water for Elizabeth GJ talk

Carolyn:

Keep us updated on trustees' and new library issues

Check PO Box and Friends box regularly

Catherine:

Create master volunteer list

Send 1st email to potential book sale volunteers

Provide Charlotte with the email going to volunteers

Charlotte:

Email new resident list to Alice for postcard mailing

Moderate Elizabeth GJ talk

Email schools about upcoming events, paint night and book sale volunteer info

Elizabeth GJ:

Help with social media, as needed

Prepare and manage bookshop.org site

Buy Angel's giftcards for the staff

Elizabeth K:

Email members, as needed

Meet with Matt and Eastern bank rep to discuss CD for savings portion of FOSPL account.

Follow up on WNDR museum

Create graphic for paintnight

Email members about Elizabeth GJ talk, paint night, and book sale info (including volunteer links)

Joanne:

Help with Website, Facebook, and Instagram

Reschedule movie and discussion

Kashmica:

Host paint night on 3/26

Follow up with Amy, at library, about Middle School author talk.

Provide snack for Elizabeth GJ talk

Coordinate with Kate to purchase materials for paint night and Garden Club event

Kate:

Revise the postcards and handle printing

Ask SharonTV to record Elizabeth GJ talk

Provide snack for Elizabeth GJ talk

Coordinate with Kashmica to purchase paint night and Garden Club event materials

Ask local realtors to display new resident postcards in their offices

Coordinate table pick up and return with Nancy Bass

Update the banners and the stickers for the lawn signs

Lee Ann:

Post our event slides on library TV

Look into WNDR museum pass and update Elizabeth K

Provide us with dumpster options

Coordinate table pick up and return with Sharon DPW

Matthew:

Handle memberships, donations, finances, as needed

With Elizabeth K, meet with Eastern bank about possible CD

Director update: Lee Ann

Weeding out library collection before the sale. Eliminating oversized books

Derrick Craven just completed 6 months as library custodian. Lee Ann asked and he said yes to working the book sale on Sunday

Trustees: Carolyn

Foundation received signed contract from Elizabeth K

Kate motioned to approve February 5, 2024 minutes

Carolyn seconded

Motion passed

Finance update: Matthew

- paid \$2,000 for first yearly payment towards our pledge to the Library Foundation
- paid our yearly fees to GoDaddy
- reimbursements for paint night material

Matthew reviewed what the library has spent so far: Museum Passes- \$2,710, Teen Supplies- \$259.89, Children's Supplies- \$174.01, Adult Programming- \$405, and Adult Supplies- \$35.04

We received an email requesting that the library purchase a museum pass for the new WNDR museum. Lee Ann says they are looking into it. Lee Ann will update Elizabeth on costs, if available, and Elizabeth will follow up with the patron and the board.

Postcard Mailing:

Charlotte has list of 361 new Sharon residents.
Member Qty is 400-500.

Kate shared the postcard design. We discussed creating/printing 2 versions: 1) for new residents and 2) for current/recently lapsed members

Kate and Alice will revise the postcard design – change the “save the date” messaging to include the dates of the book sale. Add a welcoming message and info about the Friends to the postcard for the new residents

Charlotte will provide new residents list to Alice. Alice will print out address labels from membership database and new resident list.

Kate provided costs for printing postcards:

500=\$120.75

750=\$178.88

1000=\$182.50

Quotes on 100# gloss cover / 2 sided full color / 3.5x5.5

Completion time is 2-3 days from when order is placed.

Amity motioned to print 1,000 of member-targeted postcards and 500 of new resident postcards.

Matthew seconded

Motion passed

We can put them out at Emma's run. Kate will ask if local realtors would put some in their offices.

Book Sale:

Catherine will send book sale email to volunteers. Joanne provided Catherine with volunteer email addresses. Alice will provide Catherine with list of members who expressed an interest in volunteering so she can merge the 2 lists

Catherine will forward the volunteer email to Charlotte. Charlotte will forward the volunteer info to the SHS principal and the National Honor Society advisor (Jen McCullough at jmccullough@sharonschools.net) to solicit high school volunteers

Kate will handle updating the banners and lawn sign stickers. Kate will email Nancy Bass about picking up tables from her house and then returning them.

Lee Ann will provide us with dumpster options.
Amity will send us the table layout from last year

Events

Library Week – Elizabeth GJ will buy \$10 Angel's gift cards for library staff
Elizabeth GJ talk on 3/21. Amity will provide sparkling water. Kate and Kashmica will provide snacks.

Elizabeth GJ will have books for sale – payment via Cash or Venmo. Kate will ask SharonTV to record the talk

Paint Night at library on 3/26: Kashmica

Elizabeth K is creating flyer. Joanne will revise graphic and post on social media and website

Kashmica/Kate will purchase supplies.

Police and Fire Appreciation

Kashmica suggested a paint night for police and fire staff. We were concerned that the staff wouldn't be able to attend an event at night. Kashmica will connect with community outreach person to determine what the police and fire staff might want (a family event? Food?). We could do something in the fall.

Garden Club:

The Garden Club is holding a gardening forum on 4/7 at Sharon High School. They have asked us to host a children's activity. Kashmica/Kate suggested painting rocks and/or wooden bookmarks. The rocks are \$12/bag at Home Depot. We would need 2 bags. Kashmica would pre-paint the rocks with acrylic paint so the kids could use permanent markers on the rocks. Kate will follow up with Garden Club and ask if we are allowed to have Friends signage and brochures at our table.

Elizabeth K motioned to spend up to \$75 for Garden Club event

Kashmica seconded

Motion passed

19th Amendment Movies and discussion

Joanne emailed Professor Kim Miller movie to reschedule in April or May

Jr. Author event with Middle Schooler author of poetry book. Kashmica will coordinate with Amy at the library and Yuvan's parents about the potential audience and time

Membership and Adopt-a-Book – no updates

Kashmica motioned to adjourn

Matthew seconded

Meeting adjourned

Future meeting dates: 4/8, 5/6, 5/20 (book sale debrief), and 6/10