

Friends of the Sharon Public Library Minutes, Board meeting on April 3, 2023 – held via Zoom. Prepared by: Joanne Blatte

Present: Joanne Blatte, Elizabeth Gonzalez James, Elizabeth Kassab, Amity Kelley, Kate Mason, Kashmica Sarkar, Carolyn Weeks, Lee Ann Amend (library director)

Key Tasks assigned at this meeting:

All:

- Sign up for book sorting and sale
- Provide baked goods at sale
- Volunteer to be at library during busy events soliciting new members
- Pick up Library Foundation signs
- Attend town meeting on 5/1
- Bring boxes to library for book storage

Alice:

- Adopt a Book, as needed
- Adopt a Book in memory of SCU manager
- Review and revise the membership database
- Work with Elizabeth to prepare membership drive campaign
- Create Green Day colorable letters & posterboard
- Check out library books to be “adopted” at Green Day
- Bring crayons and markers and help set up Green Day
- Go to bank, if needed by Matt

Amity:

- Help with book sale
- Update book sale tables layout
- Print out decision-tree diagram for sorters
- Help at Green Day, if available

Carolyn:

- Keep us updated on trustees’ and new library issues
- Check PO Box and Friends box daily
- Prepare postcards and update lawn signs
- Ask Cheryl about foundation sign locations

Elizabeth GJ:

- Help with social media, as needed
- Prepare and manage bookshop.org site
- Prepare for book talk with Connie Hertzberg Mayo
- Prepare for book talk for April 25
- Help at Green Day

Elizabeth K:

Work with Matthew to change our PayPal account mgr
Work with Alice to prepare membership email campaign
Prepare and send out member emails with upcoming events
Follow up on SCU sponsorship

Joanne:

Help with Website, Facebook, and Instagram
Organize book sale volunteers
Help at Green Day
Prepare postcards and update lawn signs
Bring phone and ipad to Green Day
Setup for Elizabeth Gonzalez James author talk

Kashmica:

Deliver magnets for watercolor students to library
Setup for Elizabeth Gonzalez James author talk

Kate:

Work with Alice on membership and sponsorship tracking
Write thank you notes to donors
Follow up on book bins in Canton
Contact Yai's Kitchen and Andy Nebezhal
Help at Green Day
Confirm Timothy/DPW for table pickup and return
Prepare postcards and update lawn signs
Determine at what library events board members should solicit new members
Purchase book sale supplies

Lee Ann:

Post our event slides on library TV
Send event flyers to Town Hall for posting/promotion

Matthew:

Handle memberships, donations, finances, as needed
Work with Elizabeth K to change our PayPal account manager
Connect our Eastern bank account to our Venmo account

Amity motioned to approve March minutes
Kashmica seconded
Motion passed

Financial report:

We received \$1,500 from Dedham Savings to sponsor our membership drive. We have not received a response from Sharon Credit Union

Director's Update: Lee Ann

The Judge ruled in favor of the Standing Building Committee (the new library). The Library Foundation has created lawn signs to remind people to vote at town meeting on May 1 to allocate funds to cover the increased cost of construction for the new library. Kate forwarded email from Cheryl Weinstein asking for our help to place the signs around town. Board members should go to the library on Saturday to pick up signs on Saturday, April 8, from 3-4 pm., and Tuesday, April 11, from 5:30-7:00 pm.

They are prepping for town meeting. The project has gone out to bid to determine the increase in construction costs. It had been previously estimated that the project would cost \$6 million more now, but some libraries are finding costs are starting to come back down. The town thinks it has the money (in leftover funds from high school project, reserve funds or other sources) so we do not need to raise taxes, but we do need to vote to reallocate the funds at town meeting.

Governor Healey has agreed to include funds to cover some of the escalation costs in library projects. It could be almost \$2.5 million dollars for Sharon. The state budget is not finalized until July 1, so the town has to vote to fund the entire escalation cost, in case the state doesn't provide funds.

As we know the library is not ADA compliant. It is possible that the library could be fined up to \$1,000 per day for non-compliance.

OCLN Library Crawl will be held June 5 – June 7. A passport will be given to patrons to track their visits to libraries in the OCLN. Raffles will be held.

Trustees:

We reviewed our lawn sign locations. Carolyn will email our list to Cheryl Weinstein to confirm we should ask our contacts to host a Foundation (town meeting) sign. We would put up Foundation sign now and then replace with our sale sign after town meeting on May 2.

Member postcards:

Postcards are delivered. They need address labels and stamps. We also need to update the lawn signs with date stickers.

Kate, Carolyn, and Joanne will meet at the library on Monday, April 10th from 1-2:30 to prepare postcards and lawn signs.

Adopt a Book:

The manager of Sharon Credit Union, who handled our sponsorship requests, passed away in March. Kate proposed adopting a book in his memory. We suggested something on travel (he liked to travel) or finance. Alice will adopt a book and notify his family.

Bookshop.org

Not a lot of activity. We should all promote for Mother's Day and Father's Day. We could also have a flyer at the book sale – "didn't find what you were looking for, shop our store on bookshop.org"

Library on Wheels Bags:
Bags were delivered.

Watercolor Workshops:
Workshops were very well-received. Kashmica ordered the magnets for participants. Kashmica volunteered to hold more workshops.

Author talks:

Elizabeth Gonzalez James on 4/25. Elizabeth will bring cookies and club sodas. Elizabeth will need computer presentation set up. Lee Ann said that Jennifer Stanley or children's librarians should be able to help with tech set up. Elizabeth, Joanne, and Kashmica will arrive at 6pm to set up. Sharon TV not sure if they can record it.

Connie Hertzberg Mayo author talk is on June 15

Green Day:

Green Day is Sunday, 5/7.

Alice will check out library books that we will have on display "looking to be adopted." Joanne suggested that we create a poster board that kids can color in. Alice will create colorable bubble letters to spell out "The Friends of the Sharon Public Library Used Book Sale Today" and a poster board with books in the background.

We will take books from book sorting (or Larry if we don't have enough) to have at Green Day. We will ask for donations via Venmo or jar. Joanne will bring her phone and ipad to accept Square (credit card) payments.

Elizabeth GJ, Joanne, and Kate can be there.
Alice can help set up.

Lee Ann said we can borrow crayons/markers from Rachel at the library. Alice will bring the crayons and markers.

Book Sale:

Fernando will be there on Sunday 5/21 9am – 5pm
DPW will deliver dumpster and pick up/return tables.

Joanne, her husband Eric, and Elizabeth's husband Dave will pick up tables at Nancy's house and set up the sale. Elizabeth will come at 9:30am. All board members should check their schedule and come if they can.

We reviewed room organization chart. Amity will make minor edits and share with the board. Amity created a decision-tree diagram for sorters to clarify the sorting process.

Kate contacted the 2 prison groups and invited them to come again at the end of the sale. They provided a list of book categories they want.

The town currently has a policy that food trucks are not allowed on municipal property.

We have a lot of high schoolers signed up for the book sale. Board members should look at the signup to see when we need more people. We need more bakers.

The center table will have tally sheets, tax forms and the decision-tree diagram.

Kate will purchase supplies.

Membership drive:

We cleaned up our membership database. We have 362 current members. 72 do not have an email address. Elizabeth will email members around 4/9 to remind them to renew before the book sale and promote Elizabeth Gonzalez James author talk.

1. 1st email week of April 9th or 16th
2. 2nd email – May 1st
3. 3rd email – May 15th

We also want board members to be in the library during scheduled events or busy times to solicit members and promote the book sale. Kate will look at library calendar and ask board members to sit at a table during popular events. Elizabeth GJ said she could probably be there.

Our next meeting is on 5/8 (rescheduled to avoid conflict with town meeting on May 1) at 7 pm.

Amity motioned to adjourn.

Elizabeth seconded.

Motion passed

Future meetings: 5/8, 6/12