

Friends of the Sharon Public Library Minutes, Board meeting on January 9, 2023 – held via Zoom. Prepared by: Joanne Blatte

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

Key Tasks assigned at this meeting:

All:

Promote Civics for Adults 3

Register for Civics for Adults 3, if attending

Email Elizabeth Gonzalez James book suggestions for bookshop.org

Alice:

Adopt a Book, as needed

Meet with Kate to discuss membership process

Go to bank, if needed by Matt

Carolyn:

Keep us updated on trustees' and new library issues

Check PO Box and Friends box daily

Elizabeth K:

Work with Matthew to become PayPal account mgr

Prepare and send out member emails with upcoming events

Elizabeth GJ:

Prepare and manage bookshop.org Friends site

Work with Kate on talk for April

Joanne:

Help with Website, Facebook, and Instagram

Organize Civics for Adults 3 and 4 with LWV

Help Kate with google forms

Kashmica:

Painting classes for adults and teens/tweens in January, February, and March

Kate:

Handle membership and sponsorship tracking, as needed

Write thank you notes to donors

Meet with Alice to discuss membership process

Follow up on book bins in Canton

Work with Kashmica on Painting classes

Lee Ann:

Post our event slides on library TV
Send event flyers to Town Hall for posting/promotion
Update Friends about One Book, One Town plans

Matthew:

Handle memberships, donations, finances, as needed
Work with Elizabeth K to make her PayPal account manager

Alice motioned to approve December meeting minutes
Kashmica seconded
Motion passed

Financial Report: Matthew

We have received \$680 in membership so far. Matt paid our liability insurance. We currently have more than \$22,000 in our bank account. We have received 3 donations (\$240) in our memory of Karen Mafera. Kate will write thank you notes.

Amity motioned to accept financial report
Alice seconded
Motion passed

We discussed how we can help Matt with his tasks. Matt is personally very busy October – April. Eastern bank has limited hours which makes it difficult for Matt to get there.

Alice volunteered to help go to the bank. Carolyn volunteered to check our PO Box (she already goes to post office and library every day for Trustees and Sharon Historical Society). Kate will get Carolyn the key to the PO Box. Carolyn will put material in the Friends box and notify Matt and Kate, as needed.

Elizabeth K. and Joanne are also named on our bank account and can go to the bank, if needed.

Kate shared our bylaws, and we confirmed that the treasurer only needs to provide a quarterly financial report (instead of monthly). We agreed to quarterly financial reports.

Matt can't make March and April meetings. We are also ok if he comes to the beginning of a meeting and then leaves.

Board members will need to help research payment processes if we want to change from PayPal.

Director update:

Amy Greil, the new Youth Services Librarian for Teens and Tweens, is beginning on 1/18. They are looking to hire to fill Karen Mafera's position and have re-written the job description and requirements. The library now has Kanopy, a video streaming service.

Upcoming library events: Books in Bloom by the Garden Club will happen in February. The Sharon Garden Club is 90 years old. The library is hosting Lincoln on Leadership lecture series and a lecture on the murder of Dr. Parkman. Janet Parnes will be presenting as Frances Perkins, the 4th US Secretary of Labor on 3/2. There will be school vacation programs and presenters.

The museum passes for the Providence Children's Museum (funded by Dan and Marcia Shimshak) and Battleship Cove are now available.

Trustees update:

No update

Adopt-a-book:

No activity

Bookshop.org

Elizabeth Gonzalez James set up our page. She will highlight books by local authors.

Board members should email Elizabeth GJ with book titles that we should sell on our page

Local author talks:

Melissa Caruso King in-person at the library on 2/16 – Matthew and Kate organizing. Elizabeth GJ will be on 4/25. She plans to present and then take questions.

4/13 is the Sharon Festival of the Arts (which is being organized by One Book, One Town).

Connie Hertzberg Mayo – Elizabeth will ask Connie to do a conversation-type talk in March

After Elizabeth GJ has posted some more book suggestions, we will create a flyer and promote our bookshop.org website.

Upcoming Events:

Watercolor for Adults: 12 people have signed up. 2 are on a waitlist. Kate has been personally emailing the registrants and handling paint supply distribution.

Acrylic for teens/tweens. Registration is being handled by the library. 6 registrants so far. Lee Ann will check with Rachel to see if more promotion is possible to get us to 10 registrants.

We discussed how to handle future registrations. Lee Ann volunteered to have the library handle registrations because their system can easily notify people if a session is full and/or create a waitlist. Joanne will tell Kate how to cap registrations at a certain # in google forms.

Civics for Adults 2:

Second Session is being held on Wednesday, January 11 at 6pm. We have 60 registrants. The Boston Globe is writing an article about our program for the Sunday 1/25 edition.

Used Book Sale:

We discussed how to handle membership drive and board recruitment.

We think board members should periodically sit at a table again in the library to promote the Friends. We think we would have more success sitting in the children's area during busy times or children's programs (e.g., summer reading kickoff). We could have membership forms, postcard of events, bookmarks that kids could take or color, lollipops, or some other simple candy

Lee Ann is meeting with Vera Jordan to discuss the plans for One Book, One Town (the Sharon Arts Festival on 4/13) and will ask if there is an opportunity for the Friends to promote ourselves during their event(s). The community room can only be booked 2 months in advance. Lee Ann/we will check for popular event dates when we could sit at a table as we get closer to March/April

Membership ideas:

- 1) Send postcard to all members in March/April
- 2) Create 2 email lists with different messaging to be sent after postcard – 1) Focus on renewal to those who need to renew and 2) Focus on book sale to those who don't need to renew

Alice volunteered to help Kate with membership. Kate and Alice will meet to review our current membership database and process

Alice has 20 boxes of donated large print books in her basement. Alice will sort them into fiction/non-fiction. Alice still has room in her basement if anyone needs to donate books prior to book collection.

Our next meeting is on 2/6 at 7 pm.

Alice motioned to adjourn

Amity seconded

Motion passed

Future meetings: 3/13, 4/3, 5/1, 6/12