

Friends of the Sharon Public Library Minutes, Board meeting on April 4, 2022 – held via Zoom. Prepared by: Joanne Blatte

Present: Joanne Blatte, Alice Cusner, Elizabeth Kassab, Amity Kelly, Kate Mason, Carolyn Weeks, Lee Ann Amend (library director), Uma Umatheva (guest)

Key Tasks assigned at this meeting:

All:

- Recruit new board members
- Promote memoir writing on 4/28
- Sign up to volunteer for book sale
- Promote the book sale
- Review/confirm lawn sign locations
- Review pricing chart from Kate

Alice:

- Adopt a Book, as needed
- Review/edit graphics from Kate
- Develop documentation for adopt a book process with Kate, Matthew, and Joanne

Amity:

- Edit google signup form for Memoir Writing
- Modify book sale table layout, as needed

Carolyn:

- Keep us updated on trustees' and new library issues
- Confirm and distribute lawn signs

Elizabeth:

- Send email to members in early April

Joanne:

- Help with Website, Facebook, Instagram, and Twitter
- Develop documentation for adopt a book process with Alice, Kate, and Matthew
- Create and post social media graphics for Memoir Writing Activity and Book Sale
- Research techsoup.org with Kate
- Email lawn sign locations to the board
- Modify book sale signup form
- Ask BOH about bake sale rules
- Post book sale info on booksalefinder

Kate:

- Handle membership and sponsorship tracking, as needed

Continue to investigate food trucks for book sale weekend
Print and mail member postcard
Provide Memoir Writing Flyer to library and Sharon TV
Provide Used Book Sale Flyer to library and Sharon TV
Develop documentation for adopt a book process with Alice, Matthew, and Joanne
Research techsoup.org with Joanne
Contact Hixson Farm about picking up books at book sale
Revised pricing chart and send to board for final review
Coordinate purchase of book sale supplies with Matthew

Matthew:

Handle memberships, donations, finances, as needed
Work with Eastern Bank to gain online access and obtain debit card
Obtain a second key for PO box
Set Up Quicken
Develop documentation for adopt a book process with Alice, Kate, and Joanne
Coordinate purchase of book sale supplies with Kate

Amity motioned to approve March minutes
Carolyn seconded
Motion passed

Financial Report: Matthew absent
Matthew in the process of setting up Quicken. Matthew emailed us a brief update on finances.

We received \$1500 check from Dedham Savings as sponsor of membership drive

We have received approx. \$1,500 in donations in memory of Minna Katz. We received \$500 donation from Fidelity. Kate will ask the donor if it was in memory or honor of anyone.

Matthew will obtain a second key to our PO Box so someone else can check our mail periodically.

Alice motioned to accept the financial update as emailed by Matthew
Elizabeth seconded
Motion passed

Director's Update:

Lee Ann has spent \$2,600 out of our budgeted \$10,000 funds. Lee Ann is looking into re-instating some museum passes that they/we had paused during COVID: Easton

Children's Museum, Providence Children's Museum, Southwick Zoo, Zoo New England, and the Ecotarium. Lee Ann says that our already allocated funds will cover the costs for these museums.

Rachael Savage, the new children's librarian, started today.

Long range planning is continuing. The library received a good response to survey postcards. Website revision is underway.

Town annual reports are being digitized by Digital Commonwealth then will digitize Sharon street lists and maps.

Trustees:

The trustees are reviewing and revising library policies.

Memoir Writing.

Scheduled for 4/28 in person at the library led by Elizabeth Gonzalez James

Kate created the flyer. Kate will post flyer around and provide a promotional slide to Lee Ann and Sharon TV. Joanne will create and post social media graphics. Elizabeth will email out to members.

Amity created a google signup form for the memoir writing program. Space is limited to 15 people

Tech Soup:

The library has a paid subscription to TechSoup.org which provides non-profits with discounts on software and subscription services including a membership management software. Kate and Joanne will research.

Book Sale:

Book sorting is May 2 – May 17. Book sale is May 19 – May 22

We discussed and decided to have member preview day on Thursday. We agreed to these hours: Thursday 2pm-7pm and Fri, Sat, Sun (bag day) are all 10am-4pm

Lee Ann will ask if Wilson can help at the book sale.

Hixson Farm asked Lee Ann about picking up some books for their community library. Kate will offer to have them come at 3:30pm on Sunday.

Joanne will send 1st email to volunteers this week. She will also send the email to National Honor Society at the high school.

Elizabeth will send email this week. Kate will get postcard printed and send out closer to the sale.

We have 28 lawn signs in storage at the library. Joanne will send lawn sign locations to the board for review. Any updates or suggestions should be sent to Joanne

Amity shared proposed book sale table layout.

Saturday of book sale

Food trucks: Yai's kitchen is having staffing issues so not sure if they can have their food truck come. Sweet 16 is interested in coming.

The First Congregational Church has decided to have a yard sale. They are not sure about selling food.

Joanne will contact the BOH to see if we are allowed to have a bake sale. We would have it on Sunday.

Pricing:

We reviewed our book sale pricing and decided on the following changes:

CDs, DVDs, and audiobooks for \$1

CDs, DVDs, and audiobook multi-case for \$2

Eliminate children's small paperback for 25¢

Add the word **vinyl** to records and special pricing category

Create separate lines for adult and children's paperback

Add in Young Adult to adult hardcover and paperback lines

Add in somewhere that cash, check, and credit/debit cards are accepted and Room Capacity Limits May Apply

Kate will revise pricing chart and send out to board for final approval

Joanne will post the sale on booksale finder

Baystate Books is in the process of moving to RI

Joanne will add in volunteer slot to help with pick up from and return tables to Nancy's house. Joanne will create a bake sale signup if we are allowed to have one

Kate and Matthew will coordinate purchasing book sale supplies

Adopt a Book:

Kate, Alice, Joanne, and Matthew will meet to discuss a process of notification of payments (adopt a book and donations) received via PayPal or a check

Alice will adopt a book in memory of Michell Hamer, a long-time book sale volunteer

Our next meeting is 5/9 on Zoom at 7 pm.

Our meetings will be: 6/13

Amity motioned to adjourn

Alice seconded

Meeting adjourned