

Friends of the Sharon Public Library Minutes, Board meeting on May 9, 2022 – held via Zoom. Prepared by: Joanne Blatte

Present: Joanne Blatte, Alice Cusner, Elizabeth Kassab, Amity Kelly, Kate Mason, Carolyn Weeks, Lee Ann Amend

Key Tasks assigned at this meeting:

All:

Recruit new board members
Book Sale

Alice:

Adopt a Book, as needed
Review/edit new website

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
Ask Lee Ann if we can open early on Saturday
Ask Lee Ann and trustees to write covid policy for book sale

Elizabeth:

Send email to members right before book sale
Work with Matthew to become PayPal account mgr

Joanne:

Help with Website, Facebook, Instagram, and Twitter
Create new website
Manage book sale volunteers
Make a sign for bake sale
Make a covid policy sign, if needed

Kate:

Handle membership and sponsorship tracking, as needed
Coordinate food trucks for 5/21
Prepare cashier boxes and determine end of sale day process with Matthew
Price books in special price box
Coordinate visit to Bay State Books, if needed
Ask Wards manager to put up a lawn sign
Review/edit the website

Ask Lee Ann about opportunity to coordinate Fall events

Lee Ann:

Make a covid policy sign or ask Joanne to do it

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

Finish Setting Up Quicken

Work with Elizabeth to make her PayPal account manager

Work with Kate to prepare cash boxes and end of day process

Alice motioned to approve March minutes

Amity seconded

Motion passed

Financial Report: Matthew absent

Matthew is finishing setting up Quicken. Matthew emailed us a brief update on finances.

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

We received \$808 for 1st quarter from Bay State Books

Donations & memberships were \$376.67 (including money donated to us from the library)

Donations & memberships made through paypal were \$140 as of May 2

Signs & Posters for booksale cost: \$341.10

Supplies for the booksale cost \$161.12

Matthew also reimbursed One Book, One Town members for \$519.30. Elizabeth will email Matthew to confirm that this money came out of OBOT funds that we manage.

PayPal info still Nancy Bass as our primary contact. Matthew will work with Elizabeth to change the account information to be Elizabeth.

Alice motioned to accept the financial update as emailed by Matthew

Amity seconded

Motion passed

Trustees and Director Update:

No update on court case

Trustees/library in middle of long-range planning

Covid numbers have increased. Norfolk County is now at HIGH level. The library has posted signs that say masks are strongly recommended in the library. Carolyn will ask Lee Ann/trustees for a covid policy (and words explaining it) for the book sale. Lee Ann or Joanne will make policy signs for the sale. The policy will probably be masks required and limited to 25 shoppers in the community room.

The library has added museum passes (some are pre-covid ones being reinstated): Boston by Foot, Zoo New England, Blithe World Mansion & Gardens in Bristol, RI.

Book Sale:

Joanne will make sign for book sale suggesting a donation for items

We will finalize set up on Wednesday 5/18 (book collection ends on Tuesday 5/17). We will determine on Friday if weather is okay to sell books outside on Saturday and what books we will put outside.

Kate and Amity will bring their cash drawers. We have a donation jar.

Kate will discuss with Matthew how to handle the cash and checks at the end of each day. Matthew won't be at the sale every day.

On Saturday, there are other events being held in town:

Unitarian and Congregational Churches are holding yard sales. Congregational Church is also selling baked goods (not sure about hot dogs). The Sharon Historical Society is having 36 vendors and snacks.

Garden Club

Kate will follow up with Yai's Kitchen to see if they can come. Sweet Sixteen is coming.

We have 4 extra tables to be used for checkout and outside. We can move the street art display to make room for the tables. We will keep the books in boxes on outside tables.

Possible genres for outside: Gardening, How To, Pets, Sports, Hobbies

We need to test the wifi outside to see if we can process credit cards outside. If not, patrons will bring their tally sheets inside to pay by credit card.

Kate, Amity and the library have tents for Saturday. We should use the tents to make the sale more visible.

We could start selling outside before 10am. Carolyn will ask Lee Ann if we can open inside before 10am. Other events begin at 9am.

We have Shaw's bags for bag day.

Special Pricing Books: We discussed graphic novels. We decided not to special price them. Kate will remove them from the special price box and sort them normally. Kate will price out the other books in the special price box.

We decided that signed books (unless a famous book) will not be specially priced

We don't have a lot of children's books yet. Bay State Books said we could come to their warehouse to pick up books for sale. Kate will coordinate if we need to go.

Kate is asking Wards to have a lawn sign

Adopt-a-Book:

Alice adopted a book in memory of Michelle Hamer: How Yiddish changed America and How America changed Yiddish

Memoir Writing and Future Events:

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

20 people had signed up but only 10 attended. It lasted about an hour and was well received. We gave her a \$10 gift certificate to the book sale as a thank you. Elizabeth is willing in doing another event, maybe a multi-session event. Amity will brainstorm Fall event ideas with Elizabeth.

Kashmica Sarkar is a new Friends member who teaches watercolors. She is interested in board membership and perhaps holding a painting event. Maybe she could also design something (t-shirt, tote bag) that we sell as a fundraiser.

Kate will invite Elizabeth and Kashmica to our June meeting. Kate will talk to Lee Ann about future events – maybe we could do an event that partners with planned Fall library activities (e.g., veterans).

Website:

GoDaddy updated their website design application, and our website needs to be redesigned. We also needed to purchase GoDaddy for 5-year plan (but end up saving money per year). Joanne paid and was reimbursed by Matthew for the 5-year plan. Joanne is working on new website. The new website uses embedded Google Forms.

Kate and Alice will edit/review

Our next meeting is June 13 on Zoom at 7 pm.

Alice motioned to adjourn

Amity seconded

Meeting adjourned