FRIENDS OF THE LIBRARY MEETING MINUTES

June 9, 2018

Attendees: Stephanie Tannariello, Amy Lapointe, Barbara Baum, Nancy Head, Shelley Quinn, Michele Burke, Jane Martina, Cheryl Forster, Kim Ayers, Nancy Spears, Diane Bonenfant, Amber Garcia, Allison Truslow

Chair’s Report: (Stephanie Tannariello)
- Chair called meeting to order at 12:53 PM
- Minutes: Accepted
- Ruslyn’s party: Beautiful, lots of food, people lined up to say good byes to Ruslyn.
- Closet clean out:
  - Lots of purging to do: Christmas decorations, paper product supplies, etc.
  - Suggestion to consolidate party supplies with library kitchen
  - Stephanie will check on potential times to access the areas and complete the task. She will send out an invitation to help. Possibly after August 10th.
- May take 3-4 shorter meetings to accomplish.
- Committee chairs: Voted in the following
  - Chair – Stephanie Tannariello
  - Vice Chair – Allison Truslow
  - Corresponding Secretary – Diana Bonenfant
  - Recording Secretary – open
  - Book Sale – Shelley Quinn
  - Membership – Lisa Walker, Pam McDonald
  - Newsletter – Andrea Maier
  - Publicity – Jane Martina
  - Professional Art Display – Sharron April
  - Treasurer – Michele Burke
  - Display Case – Zola Brown
  - Online Book Selling – Cheryl Forster
  - Student Art Show – Amber Garcia
  - Holiday Decorating – open
  - Hospitality – Barbara Baum
  - Trips – Jan Madigan

Recording Secretary (open)
- Still need to recruit a secretary for our meetings. Need someone who can make our Tuesday 1PM-2PM meetings.

Corresponding Secretary: (Diane Bonenfant)
- Nothing to report.

Library Director Report: (Amy Lapointe)
- Ruslyn’s replacement: Re-assessing needs of the library and then will hire based on those needs. In the meantime, taking a different approach with programming by having all staff members contribute. This new direction will allow for more potential programming as one person can only do so much.
- Library renovations:
FRIENDS OF THE LIBRARY MEETING MINUTES

June 9, 2018

Staff areas: Assessing how best to utilize current space with potential redesign. Hope to involve gifts from both the Trustees and the Friends
- Cabinet Storage areas
- Bathroom
- Window Seats: 2 sets of upholstery to allow for cleaning more easily, less pressure.

Treasurer Report: (Michele Burke)
- No income report as not much as transpired since last meeting.
- Budget Committee met in May to review 2018-19 budget
  - No major changes from current year with the exception of:
    - Donation to Library
      - $5000 budgeted for FY2018-2019
      - $9000 budgeted for FY2017-18. These monies will not be received in full by the Library. A total of $3,210 was given to the library for a coffee cart and new couch for the children’s room.
      - For FY2017-2018 expect we will report $5,790 as dedicated monies for a future library donation.
      - Generally speaking, we will have $10,790 available to donate to the Library in 2018-19.
  - Other minor changes:
    - Online book sales income decreased due to changes in how Amazon and other online sellers restructures fees: decreased anticipated income by $1000
    - Museum pass expense increased since the Friends have started to underwrite all of the passes and added the State Park pass this year. Increased by $1745.
    - Student Art Show awards – eliminated this income & expense this year that is a zero sum balance change to the annual budget.
    - Hospitality/Student Art Show – added $250 and $150 budgeted expense to allow for buying food, drink, supplies as necessary rather than using “Miscellaneous” line item. Total budgeted increase $400.
- Discussion ensued regarding best ways to account for the monies and strategies on how to work with the Library to be sure that we use these monies appropriately for underwriting either big ticket purchases or renovations that will be seen as visible Friends support for the Library.
  - Want to be sure that the Library receives the monies we work hard to raise.
  - The Library does not have any details yet for how they might need to use these monies, but they are looking at big picture ideas regarding upcoming needed renovations that might be the best use of these monies.
  - The Friends want to be sure that their donations are visible to Library patrons as a way of promoting the continuation of membership, volunteerism and fund-raising opportunities.

Committee Reports:
Budget
Newsletter (Stephanie Tannariello for Andrea Maier)
  ● June newsletter is out.

Student Art Show: (Amber Garcia)
  ● Thank you, Amber for taking on this position!

Hospitality (Barbara Baum)
  ● Nothing to report

Publicity: (Jane Martina)
  ● Welcome Jane!
  ● Please centralize all news releases through Jane
  ● Stephanie will be sharing contacts at the papers with Jane.
  ● Andrea Maier can give Facebook admin rights to Jane.

Display Case: (Stephanie Tannariello for Zola Brown)
  ● All set. Nothing to report.

Professional Art Display: (Stephanie Tannariello for Sharron April)
  ● All is well. Summer months are taken care of.

Book Sale (Shelley Quinn)
  ● Committee Meeting tomorrow (June 20 at 3PM)
  ● Moving company: not yet confirmed. Will be sharing sharing date and confirming involvement.
  ● Area of greatest concern:
    o recruiting new faces to volunteer
    o recruiting more vans/trucks to help on moving day
    o deputizing lead volunteers to supervise the many hands that show up (ex. In charge of breaking down boxes, in charge of dump run, in charge of re-arranging book areas, etc.)

Online Book Selling: (Cheryl Forster)
  ● Nothing to report

July 4th Book Booth (Sue Deschenes)
  ● Volunteers needed!
    o July 2nd @ 7PM: Loading/Transporting books
    o July 4th @ 8-10:30AM: First shift, setting up & selling books (Diane Bonenfant)
    o July 4th @ 10:30 – 1PM: Selling books
    ● Stephanie will help Sue out by sending out a Sign-Up Genius

Other Business
  ● Friends in Memoriam: Need to find a way to remember the contributions of Friends who have died recently. Will revisit in September.
FRIENDS OF THE LIBRARY MEETING MINUTES

June 9, 2018

- Plaques: do not always like the idea of a plaque listing the departed
- Gifts: tables, chairs, etc. Nothing is permanent because these things need to be replaced at some future point in time.
- Concerts Series: Perhaps dedicate the series or a concert in the memory of a departed Friend. Need to re-address at future meeting.
- Ann Logan: Very involved in Student Art Show for the Friends. Would like to find a way to remember her contributions.

Meeting adjourned at 2:01 PM
Next meeting: 1PM – 2PM September 11, 2018 in the Johnson Room, Amherst Town Library.

Allison Truslow