**Minutes of the Friends of the SFL Board**

Meeting Date: April 18, 2018

Davidson Room – 2 Dale Avenue

**Attendees:**

|  |  |  |
| --- | --- | --- |
| Gail Sarofeen | Lauren Johnson |  |
| Shelagh McCauley | Rebecca Aliberte |  |
| Kecia German | Jane Mead |  |
| Colleen Hogan-Lopez |  |  |
| Rosemary Howarth  |  |  |
| Leslie Pearlman |  |  |
| Guests: |  |  |

**Welcome & Approval of Minutes:**

The minutes of March 21, 2018 were approved without revision.

**Treasurer’s Report:**

Gail had a question on the YTD earnings as reported between the March and April finance reports. Part of the possible variance may stem from the $1,000 art auction expense. The discussion and approval of the report were deferred until next month.

**On- Going Business Updates**

**Assistant Director’s Report:**

There is no report this month as Beth is away at a conference.

**SFL Board Liaison:**

* The Community Strategic Planning committee is uniting with Gloucester Conversations to hold meetings around town starting next month. A postcard will be mailed to each household announcing the meetings.
* The annual meeting on 5/21 will be in an abbreviated format this year with fewer speakers and shorter speeches. Light fare will be available at 5PM and refreshments will follow the business meeting. The Corporator list has been pared down and term limits will be eliminated.
* There is no news from the Building Committee as they are awaiting the Saunders House assessment.

**Saunders House Liaison:**

* Work has begun by the structural team to assess the building and the basement has been cleared of all debris. A budget is being prepared for maintenance.
* Cape Ann Museum will be scanning the stereo views found of the Saunders House for us which include some very different angles.
* The city archivist is resigning for a new position elsewhere. It is unknown if the position will be filled right away. The Cape Ann Museum has hired a new archivist, Molly Hardy.

**Committee Reports**

**Products:**

* Lauren provided details on the cost of a new supply of our current bags. 50 bags would cost $11.04 per bag while 100 would decrease the cost to $9.40. The purchase decision is deferred until after the annual book sale to see what stock remains at that time. Our new Friends brochure will be placed in each bag. The supply at the front desk was restocked.
* Leslie will take inventory of our mural cards and let Beth know. The front desk had asked for additional stock.

**Membership:**

This committee will begin brainstorming on Wed., 4/25 at 1:15PM at the Pleasant Street Tea Shop. If you would like to volunteer or submit ideas, contact Lauren. The Board brainstormed a variety of possible ideas including an event solely for the “Friends”.

**Fundraising:**

It was decided to disband the fund-raising committee for the current time as we have quite a few events in the pipeline and Friend Board members are at capacity.

**Book Committee:**

* YTD Sales Spot earning total $2,433 with sales declining in March and early April. The decline is probably related to our poor weather. The Book Committee performed spring cleaning and refreshed the book selection and added new genre titles.
* Twenty five new metal signs were ordered by Lauren to use at the annual book sale and later in the Sales Spot. The $230 cost should be taken out of general expenses when the bill arrives.

The signs are 7 x11” which will require the printing of new genre signage by Carol for the annual book sale. The signs should be in landscape format.

* Carol created posters for the annual book sale which were distributed to all attendees to plaster about town. Beth will be given the poster to advertise via social media outlets.

Additional copies will be in the Friends mailbox if anyone needs copies. Locations to be papered include:

Main Street – Gail

Market Basket – Lauren

Rocky Neck – Leslie

West Gloucester – Jane

Schools – Colleen

Banks – Kecia

Good Harbor/Long Beach area – Rosie

Drug/Grocery Stores /MAC/Churches – Shelagh

Riverdale – Rebecca

* The purple banner has been updated and will be reused again this year. It has been given to Beth to ask Matt to hang it on the exterior of SFL.
* After some discussion, it was agreed book prices will remain the same as 2017.

Shelagh is coordinating the volunteers and has circulated a sign-up sheet. Volunteers will also be needed on Monday, 5/21, for the 1st day of the $1 a Bag sale and on Tuesday, 5/29, when all remaining books are removed to the More Than Words containers in the basement.

\*\*\*Beth – Can you please arrange to have the bins emptied if nearly full before 5/29 so we have room for our unwanted books??

* Colleen has been attending to the pricing of value books. David Cox will be invited to attend on Wednesday (5/16) during the book set-up so he can assist us in pricing. He will be given a complimentary business supporter decal and membership in return.
* Limited membership forms will need to be updated and printed. (Carol)
* Dennis will be asked to contact Peter and see if he can arrange publicity as he has done in years past.
* Signage has been posted announcing no donations will be accepted after 4/30/2018.
* Leslie volunteered to coordinate the Thursday Friends night as Emily is out on disability. Two cases of small waters and snacks will be purchased.
* Lauren volunteered to obtain water, fruit and snacks for the YMCA teens on 5/15. $150 will be donated to the YMCA Teen Leadership program plus $50 in cash for the purchase of pizza and soda. Five Board members will be needed for the book move and those folks should arrive around 2PM. The room set-up needs to be done earlier that day.

**Art Auction**:

Three applications have been received to date for the $500 scholarship but two are currently incomplete. The submission deadline is May 4th.

**Miscellaneous:**

A motion was passed to send flowers to Emily following her additional surgery. Gail volunteered to purchase and deliver a plant to her with our collective good wishes.

**Adjournment:**

A motion was made, seconded and unanimously approved to adjourn at 5:40 PM.

Submitted by:

Kecia German

Secretary