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

Meeting Date: February 21,2018 at 3PM

 Location: Davidson Room, Saunders House

**Attendees**:

|  |  |  |
| --- | --- | --- |
| Gail Sarofeen | Lauren Johnson |  |
| Dennis Corkery | Jane Mead |  |
| Kecia German |  |  |
| Shelagh McCauley |  |  |
| Rosemary Howarth  |  |  |
| Leslie Pearlman |  |  |
| Guests: | Deborah Kelsey |  |

**Welcome & Approval of Minutes:**

* The minutes of January 17, 2018 were approved without revision.
* Leslie indicated that Peter is home and walking with a wheel chair. His spirits are high during his recovery.

**Treasurer’s**  **Report:**

Carol previously emailed her report which is attached to these minutes as she is in Costa Rico.

Gail pointed out that the Art Auction net proceeds exceeded $6,000 from which $500 must be deducted for a scholarship. The Treasurer’s Report was approved.

**On- Going Business Updates**

**Asst. Director’s Report:**

There is no report as Beth is “under the weather” with the flu.

**SFL Board Liaison:**

* Security cameras will be installed on the interior and exterior of the library as well as the 1st floor of the Saunders House. The Board is also exploring hiring a security guard so that library staff do not have to respond to drug and other emergencies and the public can feel more secure when visiting.
* A contract has been signed with Library Strategies to assist in fund-raising strategy and donor identification. A feasibility study will be the first step.
* The library is currently short-staffed due to the flu epidemic and FMLA. This shortage has delayed the delivery of the new website. Once the site is rolled out, all minutes will be posted there for the various committees.

**Open Meeting Law:**

* Documents were recently circulated to the Friends Board by Deborah regarding adherence to the revised Open Meeting Law. Deborah has asked all SFL committee members to sign the certificate of receipt (attached to these minutes) so they can be filed with the City.
* Some members questioned if the Friends are subject to this law. Deborah indicated that the Friends are a subcommittee under the SFL public entity “umbrella” and share their 501(c)3 tax number. Our funds are listed on the SFL budget and we are included in the annual audit.
* If you are have not yet signed the certificate, please do so and return your signed copy to Deborah.

If you have misplaced the original email from Deborah, Kecia can provide a copy upon request.

**Saunders House Liaison:**

Jane reported the SFL Board approved the hiring of a historical preservation firm at a revised cost of $47,500 to assess the Saunders House relative to ADEA compliance, stabilization, preservation and potential future utilization.

**Pamphlet**:

The new pamphlets are now available in the Sales Spot and also on the Friends bookcase by the front desk.

**New Business**

**Friends E-mail Distribution Access:**

* The Strategic Planning Committee is developing their outreach approach which will include a community survey . Jennifer Holmgren, Councilor-at-Large and committee member, approached Gail requesting access to our Friends email distribution for this purpose. With Deborah’s insight, a discussion ensued on when and if we wish to release this information.
* A motion was offered by Gail, seconded by Dennis and approved by all to keep our email addresses private for confidentiality reasons and to decide any requests on a case-by-case basis.
* A second motion was passed whereby any materials relative to Strategic Planning survey could be disseminated to the Friends distribution via a Strategic Planning link . The “friend” could then decide to participate by responding anonymously or to decline. Responses would go back to the Strategic Planning Committee directly. In addition the Friends would have to approve the language relative to the survey being sent out under our banner. The motion was presented by Jane, seconded by Dennis and was approved by all. Deborah will convey our motions back to the Strategic Planning Committee for their consideration.

**Committee Reports**

**Products:**

There is nothing to report.

**Membership:**

* $370 were just deposited for membership which brings out YTD total to $6585.
* Although our total numbers are down from last year, the number of benefactors has risen. Carol will be asked to review our counts and see if it is possible to estimate individuals rather than memberships. Lauren indicated the committee would begin brainstorming ways to increase our membership in June.
* Having a Friends article in the late summer or early fall SFL newsletter would be a means of promoting our membership drive and showcasing our identity and contributions to the SFL. Deborah agreed that this request could be granted.

**Fund-raising:** There is nothing to report this month other than Art Auction.

**Art Auction:**

* See Treasurer’s Report section above.
* Gail is still trying to locate the Art Auction banner.

[Beth reported after the meeting that the banner was in the middle room in the Saunders basement.]

**Book Committee:**

* Leslie reported YTD Sales Spot earnings total $2,134 as of 2/12/2018.
* Lauren and Shelagh have March book sorting duty. Colleen and Rosie have April duty.
* Cindi Williams asked for donations of paperbacks we do not want to the Open Door. The Board agreed to do so and a shelf will be set up in the Cage for this purpose. Lauren said books were given to Open Door by Second Glance so we will check back with Kenn Taber at Open Door.

 [In a follow-up Cindi checked with Kenn who said they can use more paperbacks.]

* Dennis asked that we do a spring solicitation for books now. Carol will be asked to do a poster for social media distribution. The poster should include audio books and specify what we do not want. Also it should state that book donations will only be accepted until 4/30 due to space restrictions.
* Also a “Save the Date” e-bulletin needs to be prepared and sent out in March to our distribution.
* Lauren will research obtaining a new outside banner for the annual book sale with our new logo. The cost is projected at $225+.
* Hours for this year’s book sale will be 3-7PM on Friends only Thursday, 9AM -4PM on Friday and 9AM to 2PM on Saturday.
* Duplicates of “best-sellers” will be set aside for the annual book sale.
* Once file cabinets are removed from the SH basement, our boxed books can be stored there rather than the 2nd floor of the Annex. The storage site is on the other side of the basement door from the More Than Words book bins.

**Adjournment:**

There were no other concerns so the meeting was adjourned at 4:20 PM. The next monthly meeting will be on March 21, 2018 at 4:OO PM rather than 3:00 in the Davidson Room of the Saunders House. We will revert back to the 3PM start in late fall.