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

Meeting Date: June 20, 2018

Davidson Room – 2 Dale Avenue

**Attendees:**

Rebecca Aliberte, Dennnis Corkery, Kecia German, Colleen Hogan-Lopez, Rosemary Howarth, Lauren Johnson, Carol Kelly, Shelagh McCauley, Jane Mead, Beth Pocock and Gail Sarofeen.

Absent: Peter Jenner, Emily O’Malley, Leslie Pearlman

Secretary’s Report: (Kecia German)

The minutes of April 18, 2018 were approved without revision. There was no May meeting due to the annual book sale.

**Treasurer’s Report:** (Carol Kelly)

* Utilization of the museum passes was discussed and costs per person. Funding for the same passes will continue for the 2018-19 fiscal year with a usage review again next year.
* A detailed year-end fiscal report was presented by Carol, a copy of which is attached to these minutes. Our net revenue was $18,000 which represents a $4,000 increase from the prior year. Carol detailed encumbered monies and suggested the same budget be used for 2018-19 plus $3,000 for a new screen and projector (see further below for details). The Board voted to accept this proposal and the Treasurer’s Report.
* Net revenue for the Art Auction totaled $5,617 including $1,000 remaining in encumbered funds to pay 2018 pre-auction expenses. The latter will be retained there for the coming year.

**Suggestions:**

* Several Board members attended a SFL workshop to meet the new vendor, Library Strategies, hired to assist in the fund-raising for a new library. One suggestion was to thank donors regularly so Carol Kelly suggested we send a thank-you at the end of our fiscal year. The Board agreed to send a first class, personalized thank-you letter to 2017-18 members and note our accomplishments.
* The Board authorized Beth to spend up to $3,000 for a new pull down screen and projector for library events. Carol and Shelagh noted the difficulty of seeing the screen at the annual meeting and suggested the purchase.

**New Business**

**Nominating Committee:**

* Dennis, Carol and Colleen volunteered to recruit and recommend new Executive Board members who will serve for 2 years beginning in October. If you are interested in filling a position, contact the committee.

**On- Going Business Updates**

**Art Scholarship**: (Gail Sarofeen)

* Elizabeth Silveira (who will be attending the Art School of Chicago) was the recipient of the 2018 $500 scholarship.

**Assistant Director’s Report:** (Beth Pocock)

* A comprehensive overview of the adult, YA and children’s programming and attendance for the fiscal year ending 6/30/2018 was presented by Beth. $9,669 was spent on programming and the Board committed to $10,000 for next year. Beth would like to see an increase in author talks which are very popular but more expensive.
* Carol Kelly and Anna Katherine Amacker visited the O’Malley School as part of a library outreach effort to bring programming directly to the school. Ardis Francouer is the new school librarian.
* The Friends will have a ½ promotion page in the July SFL newsletter which will precede our annual membership drive. Lauren and Carol will coordinate with Beth to meet the 6/29 deadline.

**SFL Board Liaison:** (Kecia German)

* Patricia Malboeuf, Esq. is a new SFL trustee.
* A children’s play area is being created in the lower garden.
* New A/C will be installed in the children’s room shortly.
* Negotiations continue on camera installation and the hiring of security guards.
* Vertical signage with the new SFL logo will be installed on the front and rear of Monell.

**Saunders House Liaison:** (Jane Mead/Kecia German)

* A preservation consultant will be looking at the library archives.
* Interviews are in progress for a new library archivist who will also serve as an advisor for the city archives.
* During a visit by the MBLC, the state board advised that grant money could not be used for the renovation of the Saunders House and or the Monell Building. The grant supposedly only allows a new build. Deborah Kelsey will follow up with the MBLC to confirm this statement.
* Lynn Spencer, historic renovation specialist, suggested changes and possible uses for the Saunders House including a local history department and archive facility. Floor weight requirements could present an issue. Meredith Fine is still researching the legal status of the building.

**Committee Reports**

**Products:**  (Dennis Corkery)

* Inventory was taken of t-shirts, and bags. Shirt price will remain $15.00. Lauren priced a 50 shirt order at $11.04 each and $9.40 for 100 shirts. Order will be deferred for now.
* Leslie and Rebecca are working on updating our mural card selections.

**Membership:** (Lauren Johnson)

* A kick-off meeting was held for this year’s drive with a theme of “Your little goes a long way”.
* The actual drive will start earlier in August but membership will still run 10/1 to 9/30 each year. Our solicitation will remain ahead of the SFL annual appeal in November.
* Benefit ideas for Friends were discussed and will be further entertained at the next meeting in July.
* Promotion ideas were included a raffle gift basket prize, placing a membership form in each book checked out and a 10% discount on Friends merchandise.

**Book Committee:** (Kecia German/ Leslie Pearlman)

* Thanks to everyone who stepped up to make the book sale a success especially Carol for her 3 day coverage and Shelagh for volunteer coordination.
* YTD Sales Spot revenue is $2,587 with total book revenue at $5,289 as of 6/20. Our sales have almost doubled in the last 4 years, thanks to a team effort.
* Bring your book sale ideas to the August meeting when we will decide whether to continue the annual book sale or substitute other means of sales.
* To prevent our Sales Spot offerings from becoming stale, a colored dot system will be put in place to allow unsold books to be replaced after a reasonable time.
* Book sorting: Discard old books and give unwanted books to More Than Words.
* July – Rebecca/ Shelagh
* August – Dennis, Gail/Kecia
* September – Carol / Lauren

**Art Auction:** (Gail Sarofeen)

Below are the tentative dates for this year’s event:

7/16 – Mailing to artists

8/28, 29 & 30th – Art drop-off by artists

8/31 & 9/1 – Art hanging in Matz Gallery

10/3 – Art Auction

**Adjournment:**

A motion was made, seconded and unanimously approved to adjourn at 5:52 PM.

There is no July meeting. The next meeting is August 22, 2018 at 4PM in the Davidson Room.

Submitted by:

Kecia German, Secretary

7/9/2018