

MINUTES OF THE FRIENDS OF THE SAWYER FREE LIBRARY, WEDNESDAY, JANUARY 16, 2019

Davidson Room:- 2 Dale Avenue

Present: Kecia German, Gail Sarofeen, Dennis Corkery, Leslie Pearlman, Colleen Hogan-Lopez, Jeff Shindell, Lauren Johnson, Jane Mead, Rosemary Howarth, Sandra Reinecke, Shelagh McCauley

Absent: Carol Kelly, Emily O'Malley, Rebecca Aliberte

Guests: Beth Pocock, Simon Paddock, Sandra Reinecke

Welcome and Election of new member: (Kecia German)

A motion to accept Sandra Reinecke as a new Board member was proposed by Dennis Corkery and seconded by Leslie Pearlman. The motion to accept was passed unanimously. Sandra was then welcomed as a Board member.

Minutes: (Shelagh McCauley)

The minutes of the December 19, 2018 meeting were accepted unanimously.

Treasurer's report: (Rosemary Howarth)

See attached draft of December's Treasurer's report

There was continued discussion regarding moving some of our money in Bank Gloucester to a CD account. The various CD accounts in the city were itemized and a motion was passed unanimously to open 4 separate CD accounts of \$5,000 each in the local bank with the best rate.

There was some confusion between people donating either to the Friends of the Sawyer Free Library (herein after the SFL) or to the SFL Annual Appeal. A few people had donated to the Friends in error. A sum of \$736 received in our PayPal account will be transferred to the SFL by issuance of a check along with a list of such donors and donations.

The SFL Building and Grounds Committee will assume responsibility for new equipment to improve presentation visibility including provision for the hearing impaired. A motion was passed to remove \$3,000 of encumbered Friends funds to the Friends general account.

Gail Sarofeen proposed and Dennis Corkery seconded a motion to move \$1,000 out of our general account to the operating account.

Dennis Corkery made a request to see documentation of the \$29,000 transfer from the Art Auction to the Friends account. He would like to be more aware of restrictions placed on this sum. Beth Pocock will report back.

Assistant Director's report: (Beth Pocock)

New signage is in place near the front entrance and near the entrance to the Sales Spot. It is to be hoped that this much improved signage will lead to more people visiting the Sales Spot. A new calendar sign will announce new programs sponsored by the Friends.

A security contract with retired Police Officers has been signed. This will provide a Security Guard any time the Library is open, 60 hours per week. A Press Release will be sent out to the public.

The Corporation Communications Committee has hired a Public Relations person.

SFL Board Liaison: (Simon Paddock) in conjunction with the **Saunders House report:** (Jane Mead)

Saunders House: (Jane Mead)

Stewardship Committee meeting: 1/14/2019

Mern Sibley informed the committee that a Design Working Group consisting of Deborah Kelsey, Mern Sibley, Simon Paddock, Peter Feinstein and Brad Dorr and Matt Oden of Dorr & Whittier. The group is only considering renovations to the Monell building. It is considering the connector between the Monell building and Saunders House but its work stops at the transition to Saunders House. SH will need to install and pay for its own elevator.

Foundation Articles & 501c3 docs are ready to be filed. The foundation will address capital & operating costs for both library & SH – how that will work will be decided at a future date.

Deborah suggested a possible temporary use of SH as a headquarters for social services for Gloucester residents – the idea will be discussed further.

SFL Fund Raising Committee meeting – 1/15/2019

Members of the SH committee were invited to attend a meeting with Library Strategies fund-raising consultant Peter Pearson. Mr. Pearson emphasized that the current project is a feasibility study. He was looking for a list of up to 50 individuals, corporations or family foundations who might be able to contribute a major gift (\$50,000+) that he could cull to a list of 25 to interview regarding the feasibility of the SFL's proposed plans.

The feasibility study has been put on hold because the architects cannot produce renderings of the proposed project for inclusion in feasibility/fund raising documents until May. Before that, a decision on new vs. re-invented Monell building must be made by the SFL Board (expected in February); and the selected project must then be costed out (expected in April). The projected budget will influence future project decisions.

Book Committee: (Kecia German and Leslie Pearlman)

The Sales Spot revenue for January 1-15 was \$139.60. Revenue from July-December 2018 was \$1176.58 which was less than the income from 2017.

Sales Spot volunteers are January- Rosemary and Dennis; February-Kecia, Gale and Sandra; March - Lauren and Shelagh

Addison-Gilbert Hospital would like our magazines, a space has been created in the Sales Spot. There is also a space for Day by Day books, light reading or local interest preferred.

The annual Book Sale generated much discussion. It was agreed that this involved much tiring work. The revenue from previous years was \$2520 in 2016, \$1974 in 2017 and \$ 2219 in 2018. Until we can come up with an easier way to make this money it was agreed to continue with the Book Sale in a more reduced form. The week of May 14 has been set aside as a date for the Sale. The Book Committee will meet and brainstorm about methods to reduce stress and fatigue on Board members.

Membership: (Lauren Johnson)

Our appeal this year raised \$7696. Lauren Johnson will assume the task of writing personal thank you notes to those donors who gave > \$50. It was felt that the Gift Basket Raffle and the ability to use PayPal were helpful in increasing this year's revenue.

New Business: (Lauren Johnson)

The idea of a Publicity Committee under the Board of the Friends was proposed by Lauren Johnson. At present virtually all publicity is facilitated by Carol Kelly. Discussion deferred until next month.

Proposed amendments to the Friends By-laws are being circulated to Board members for input at the next meeting.

Excess fabric left over from reupholstering SFL chairs will be donated to Second Glance Thrift Shop or Art Haven. Colleen Hogan-lopez will follow up with Art Haven.

Next Meeting, Wednesday, February 20, 2019 iat 3pm in the Friend Room

Submitted by Shelagh McCauley.

