

Friends of Boyden Library
Minutes of April 5, 2017

Present: Dave Crimmins, Bernadette Thie, Sue Collins, Janice Rosado, Ann Ross, Lesleyann Foster, Charles DiPompo, Christina Metcalf, Colleen McManus, Director Manny Leite, Children's Librarian Margi Rossetti and Trustee Joe Lally

Meeting called to order by **Dave**.

Minutes of March 1, 2017 were presented by **Sue**. **Charles** made a motion to accept amended Minutes; second by Christina. Motion passed.

Treasurer's Reports – Bernadette presented the **Treasurer's Report for March**. Bernadette rolled over a CD account for a 5 year term. Book Shop made over \$400 this month which is great! Constant Contact will be renewed. Raffle tickets were purchased. Janice made a motion to accept the Treasurer's Report; second by Lesleyann. Motion passed.

Membership Update – Bernadette was happy to report that memberships are up \$500 from last year. Average donations are also up. **Christina** composed a flyer and everyone approved it. Dave questioned whether a flyer or a more formal letter is more effective. Lesleyann suggested we have a letter on the other side of the flyer which Christina agreed to do. Dave suggested that he will work Christina on this offline. Christina also passed around an updated version of our membership envelope. She included ranges for donations and changed Friends titles. Volunteers were not included; however, it was brought up that this is the way we receive most of our volunteers. Christina will try to insert that. Starting G-Suite is a little labor intensive. She is doing the work, but she needs technical assistance. Colleen's husband may be able to help. There is a domain fee but then later we won't need Constant Contact. Our website should also be expanded. Dave had a question about labels for the Newsletter. Names are on Excel so there is not a problem. In the Newsletter, Dave wants to thank members for paying dues plus remind others that membership dues are overdue.

May Book Sale Update & Raffle - Lesleyann is kicking off the raffle! She presented flyers that can be displayed in library. To hold the purchased tickets, she has boxes for Children's Department and Lucite boxes for downstairs. All the prizes have been purchased: American Girl Doll, Lego set and Lottery tickets. Three different tickets are color coded. Lesleyann is ready to put the prizes in the glass case and raffles will start on April 14. Message board has a slide displayed. Margi does not want children to purchase tickets, parents must supervise. Winners will be picked at our Founders Day booth. Manny and Margi want to make sure we abide by Ethics Regulations.

Book Sale flyers are made plus new bookmarks. Flyers will also be distributed to other area libraries. The flyer will ask for volunteers plus it'll also ask people to donate gently used books. Lesleyann will also publicize in area newspapers. Christina will call Big Hearted Books to come the afternoon of the sale. Colleen suggested reaching out to area Reading Specialists and teachers to buy books. Lesleyann is not sure how to reach out to Social Media. Dave will have Liz do that. Volunteer signup sheet will be going out electronically.

Newsletter Update – Dave spoke to Liz who said that articles are due on **April 14**. Lesleyann will write an article for the Book Sale.

Foxboro Reads – Janice wanted to know more about the program. It is run by the Library. Several programs are run in conjunction with the book. In the past there was a cooking demonstration, several book discussion groups with Chris Comier Hayes, a film was shown at the Orpheum and other programs. Perhaps the library can tackle this project in the future.

Report from Library Director – Manny spoke about the Long Range Plan that has to be completed every 4-5 years. It will be sent to MBLC. It makes the library eligible for donations. Manny has many ideas on how best to utilize the large Spinney donation. A well-known author could be invited here or several programs could be coordinated. Manny will have to make a decision by the May Trustee meeting. Long Range planning will be completed by the end of the month. The library will have their first Staff Development Day. They will discuss how to conduct a fire drill and other library procedures. The Final Sunday Concert Series will feature Colby & Keila, author series includes Clutter Control 101, Frank Mendoza is rescheduled, Vincent Van Gogh speaker. April 30 will be the last Sunday library will be open.

Report from Children’s Librarian – Margi stated that in one program children had baked a clay emoji. The older kids really enjoyed it. 121 pajamas were collected in conjunction with the Bruins. Mrs. Dow’s Art Cart continues to be popular. Yoga with Sara will be geared for children. She will come again for yoga and meditation. Puzzle swap will be started for 12 or younger.

Trustee Report – Joe Lally said the Spinney Series is the biggest thing on the horizon. Trustees will have to decide what would be the best course of action.

New Business –

- 1. Dave** stated that **if we sponsor a program he would like a representative from the Friends to attend.** Margi suggested we set up a table at the **Teddy Bear Picnic** because it is so well attended. Plus we want to target young parents to join the Friends. **Ann** suggested having a table at Town Elections on May 1. **Janice** suggested having a sticker saying they have contributed to the Friends.
- 2. Farmers’ Market** – we should sign up for a booth on a Sunday
- 3. Colleen** suggested if you join the Friends that you could get a free raffle ticket at **Founders Day.**

Old Business –

- 1. Founders Day – Sue** has the completed Registration Form for our booth on the field. Bernadette has the \$35 check. Janice is on the Founders Day Committee so we are ready to go. Sue verified that Dave will bring the canopy. Sue will bring the children’s books. Sue also completed the paperwork so we can give out lollipops. We will sell raffle tickets. At the end of the afternoon, we will draw the winning tickets!

Action Items:

- 1. Membership forms – Christina & Dave** will work on that.
- 2. G-Suite – Colleen’s** husband will try to help **Christina.**
- 3. Newsletter – Articles are due! Dave** will write an article about membership dues.
- 4. Lesleyann** will set up raffle and write an article about it for Newsletter. She will send out Volunteer signup sheet for Book Sale.
- 5. Liz** will advertise Book Sale on Social Media.

6. **Janice** will get more boxes for Book Sale.
7. **Dave** will look into stickers that say “I donated to the Friends of Boyden Library”.
8. **Charles** will order a cake for Staff Development Day.
9. **Election Day –Dave, Ann & Charles** will man the table on May 1.

Adjourn – Janice made a motion to adjourn; second by Charles. Motion passed.

Next Meeting: May 3, 2017 at 7:30 PM in the Fuller Conference Room.

Respectfully submitted, Susan Collins