

## **NPL Friends Meeting**

June 11, 2007

Attendees:

Carole Barker  
Ken Bateman  
Judy Blachek  
Susan Deschenes  
Tina Donovan  
Pat Dillingham  
Carol Eyman  
Jeannette John  
Marjorie Morse  
Liz Ullrich

May minutes: Accepted with minor changes.

Treasurer's Report: Current balance: \$14,259.67. Total for May daily sales: \$494.39.

The team decided that it would be beneficial to have the library staff initial the daily sales envelope. Petty Cash estimate is \$175.

Treasurer transition: Tina is stepping down from her position in the fall and we have a volunteer to take over (Kristy Donaghy); Kristy will attend a future meeting for nomination, etc.

Membership Update: Still at 67

City Arts Nashua, a non-profit group that promotes arts in Nashua, has offered us the option of using their web site for credit card memberships. We'll discuss again after Carol finds out the cost and other details.

Teen Membership rates: The library staff suggested that we offer a membership for teenagers, and we agreed: a teen can become a member for \$5 and 5 hours of service to the Friends.

We agreed to place a sign-in book in the East Wing room for members to track their service (which would take care of tracking teen service).

### Fundraising

- Book bags and cards – sold 4 totebags in May and 1 pack of notecards
- Quilt raffle – Ken researched getting a permit for a raffle. We need to provide a mock-up of a raffle ticket, which must show:
  - \* organization name
  - \* the raffle prize(s)
  - \* the date of the raffle
  - \* the raffle donation amount

The City Clerk's office will issue a permit number and the permit number must also be printed on the raffle tickets. There is no charge for the raffle permit.

Raffle starts July 11; drawing on October 13. We will provide a box at the front desk for the tickets and the library staff will determine how to implement.

- Silhouette or caricature artist – the Andover, MA, library had an artist come in for 2 days and brought in \$840 (took in \$4200 – friends got 20%); the artist is from Western Mass; the charge was \$25 for 10 minutes. People can also buy frames & mats for \$25/35 from the artist. The group needed 2-3 volunteers for this event. The artist takes credit cards and people paid in advance for the seatings. We could do this in November, maybe the weekend before Thanksgiving. Carole Barker knows of a NH artist who does the same thing and she'll investigate details.
- Ella Anderson grant – Ella lived in Nashua for many years and left money to be given out in grants for churches and charitable organizations; Carol has applied for grants in the past and used them for summer concerts, etc. Carol applied this year but did not get one because the money has to go to a 5013C organization. Do we want to apply for a grant when we have our official status? The deadlines for applying are in September and March.
- Book sorting schedule – we have lots of books in the room so it is time to have a sorting night: June 18<sup>th</sup>. 7:00 – 9:00 PM.

For October book sale:

Sept. 17, 24, 7-9PM

Oct. 1, 7-9

Saturday Oct. 6, all day

Sunday Oct. 7, 1-5PM

Oct. 9 & 10, 7-9PM

October 11 all day

Book sale scanners – ok to use at book sales

Book hoarding – this practice at book sales can be a fire hazard; we need to make sure all aisle passages are clear. For the next sale we will set a few ground rules and manage it. We will also have a place customers can put books that they plan to buy (while they are still shopping).

### Director's Update

- Summer concerts will be starting in July; flyer with dates/activities is available
- Starting June 25 the library computers will be down for 4 days; the servers are being relocated. Customers will still be able to check out and return materials. Live Homework Help and the library's online research databases will only be available on library computers.
- The fee for an out-of-town library card has been raised from \$50 to \$60.
- A request for qualifications has gone out for architectural services for the East Wing renovation.
- The library is not getting a new roof this year, which means there won't be any new carpet either (the roof currently leaks on the carpet).
- Kathy Bolton has been going to kindergarten orientations and has issued 106 library cards.
- The kiosk outside on the plaza is going to be refurbished and cleaned up; once the work begins, it will be gone for 3 months.
- There have been some thefts of purses recently during children's hour; the person responsible was arrested on Main St. buying something with a stolen credit card.

Financial Requests

- The request for the Adult reading program (money for incentives) has been dropped
- Books for Babies – Kathy Bolton brought a mock-up of a brochure and suggested these books: *Are You My Mother?* (\$2.75 cost for us) and *Silly Mother Goose* by Mary Englebreit (\$3.84 cost for us). Kathy will order some of each book so parents will have a choice. We had approved \$1000 for the program, which will kick off, possibly, on September 1. We agreed that we don't need to approve the final brochure, but will look forward to seeing the end result.

Miscellaneous

- Insurance – no update yet.
- Tax-free status – we have a business ID number now (577761); Judy will take that number to the Attorney General to get registered, and then request tax-free status from the Federal Government.
- Toward the end of the year we will publish a press release describing how the Friends group spends the money we raise.
- John James Audubon program – the person is no longer doing this program, so we need to look through the catalog to select a substitute. We agreed to review our original list and make a decision. We can do 2 more this fall.
- Secretary coverage for August – need a volunteer for minutes.

Action Items

Ken Bateman	Update us when you contact Chelmsford Library Friends person who sends membership letters to specific groups
	Fill daily sale bookshelves while Judy is on vacation (June 23 – July 6)
Carol Eyman	Ask library staff to initial envelope for daily sales deposits
	Get a sample of Andover silhouette artist's work; check on # per hour, is there a minimum?
	Find out cost, details of using City Arts website for membership
	Check balance of our petty cash fund
Carole Barker	Contact the NH silhouette artist for details on pricing, etc.
Judy Blachek	Create a spreadsheet for tracking petty cash
	Find out when new treasurer is available to attend a meeting for transition
	Get books to Books for Barbados program
	Provide a sign-in book in the East Wing for volunteers to track hours of service
	Print up 300 quilt raffle coupons
	Prepare box from Tina for quilt raffle

	tickets
	Add item to November agenda: preparing a press release for how we spend our money
	Complete NH tax-free status
Marjorie Morse	Go with Judy or Tina to bank to get name on bank account (after tax paperwork is complete)
	Make slight change to May minutes re: Audubon program
	Update Friends brochure to include Teen rate (and solicit other changes)
	At July meeting, ensure Secretary coverage for August meeting)
	Investigate insurance options through FOLUSA
Tina Donovan	Get a box for Judy to hold quilt raffle tickets
Board	Select remaining NH Humanities Council Programs
All volunteers welcome	Sort books on Monday, June 18 <sup>th</sup> , 7-9 PM