

From: Marjorie Morse [marjorie.morse@comcast.net]
Sent: Monday, August 20, 2007 5:38 PM
To: Marjorie Morse
Subject: Minutes to NPL Friends August 13, 2007 meeting
NPL Friends Meeting
August 13, 2007

Attendees:

Carole Barker
Ken Bateman
Judy Blachek
Kristy Donaghy
Carol Eyman
Marjorie Morse

SORTING PARTY: Tuesday, August 21, 7:00-9:00 PM
NEXT MEETING: September 10, 2007

July minutes: Accepted.

Treasurer's Report: Current balance: \$14,439.28. Total for July daily sales: \$437.29. Petty cash balance: \$182.15.

Add to by-laws a notation that we need to keep a balance in petty cash; the library staff can request more money from the treasurer without special approval (but treasurer will send a notification of such to the board); if balance goes below \$100, add \$100. When we approve an expense, decide if it comes from petty cash or not.

Membership Update: 70 (1 new membership since July's meeting).

We agreed to implement Pay Pal for taking memberships. It is considerably cheaper than City Arts (.75 for a \$15 individual member – about a 5% surcharge). If someone clicks on our spot on the web site, they will be able to connect to PayPal. For record keeping, we will sign up with a new name – Friends of the Nashua Public Library. A subscription service is available.

Election of new treasurer: Thank you to Tina Donovan for a year of service as treasurer. We appreciate Tina's time, expertise, and dedication. Kristy Donaghy was approved as our new treasurer.

Fundraising

- **Martha Dionne Memorial Donations** – we have taken in \$2025 so far. Our plan is to ask Joe if he would like to do something special with this money.
- **Book Sale** – Need another sorting party. The sale is September 28-30 and we have a full table in the east wing. Our Friday Preview hours have changed to 6:00 – 8:30. Saturday 9-4 and Sunday 1-4:30. (The library approved our request to pay library security to stay an hour later on Sunday so we have time to clean up.) Times for sorting so far:
 - Sept. 8, 9-12 (Sat)
 - Sept. 13, 6-9 (Thurs)
 - Sept. 15, 9-15 (Sat)

Sept. 19, 6-9 (Wed)
Sept. 20, 6-9 (Thurs)
Sept. 22, 9-12 (Sat)
Sept. 24 - 28, 9-6 (Mon - Fri)

- **Book bags and cards** – we sold 2 tote bags and 3 sets of notecards.
- **Quilt raffle** – sold about 80 so far. There was a suggestion that the quilt be visible from the circulation desk for the benefit of those checking out. Quilt will be displayed during art walk (image gallery) Sept. 15.
- **Silhouette/caricature artist** – Scheduled for November 9/10. Sign up deadline is Nov. 1. Appointments will run from 9:00-5:00, every 10 minutes with a 10-minute break each hour. We are going to add the Union Leader to our list of publications, along with www.parentingnh.com. (Artist will also do pets from a photo.) A notice will go to vets.

Director's Update (Carol Eyman)

- The library will be able to open from September 9 to the week before Memorial Day.
- Trustees approved a plan to abate the asbestos problem in the grassy area to the right of the library. The work may be complete by September 30. While work is going on, it is still ok to park in that area.
- Library has 4 card catalogs for sale; anyone interested in purchasing one can make an offer.
- Staff training is Tuesday, August 21; topics for discussion include safety, disaster preparedness, team programs, automation issues, and library ELF (program that tells you when your books are due).
- Ken Burns has created a new documentary on WWII, called The War. As a result, there is a project in NH to get students to interview war veterans and make films from the interviews. The library will have a program to train the kids on how to do this. The top 3 films will be selected.
- For the Friday night of the latest Harry Potter release the library had ordered 25 copies of the book that were available to people on reserve; many people came after midnight for pick-up.
- Back to School Night is Thursday, August 23 from 5-6:30.

Financial Requests

- Books for READS to go – the book discussion group for *Truth and Beauty* by Ann Patchett wants to order 15 copies. We approved up to \$200 for this purpose.
- Spanish translation – We approved up to \$700 to obtain Spanish translation services to translate several library brochures, in an effort to attract more Spanish-speaking people to the library.

Miscellaneous

- The tents need to be replaced. In an email exchange after this meeting, the board approved spending \$563.28 for 3 new tents with custom lettering.
- Insurance – We approved up to \$400 to sign up for insurance through FOLUSA.
- Tax-free status – No update.
- Books for Babies – Books purchased and available. Bruce and Kathy finalizing flyer. Hope to have in hospital packets by Sept.
- We will be skipping the October meeting due to the Columbus Day holiday.
- Judy set up two NH Humanities programs: NH Cemeteries and Gravestones on Nov. 8 and NH on Skis on Nov. 29.

- Board members will meet on Oct. 13 to announce the quilt raffle winner, and to make announcements for the annual meeting.
- Tuesday, November 13, is date for NPL Friends annual meeting. Need to call for nominations, etc.
- Ken offered to write a letter to the editor that will ask the mayoral candidates what their positions are on the library; would like to see if we can get this issue in debates.

Action Items

Ken Bateman	Implement the use of PayPal for memberships
Carol Eyman	Ask Bruce about tent status
	Check on availability of east wing during the evenings before the book sale
	Find out how the check for READS to go should be made out
Judy Blachek	Make more price stickers for books
	With Margie, send out thank-you letters for memorial donations
	Get a stamp for putting Friends name on Aquarium tickets
	Add item to November agenda: preparing a press release for how we spend our money
	Add to by-laws a notation that we need to keep a balance in petty cash; the library staff can request more money from the treasurer without special approval (but treasurer will send a notification of such to the board); if balance goes below \$100, add \$100. When we approve an expense, decide if it comes from petty cash or not.
	Complete NH tax-free status
Marjorie Morse	Go to bank with Judy and Kristy to put name on bank account (after tax paperwork is complete)
	Prepare press release for book sale and book donations
	With Judy, send out thank-you letters for memorial donations
	Prepare press release for silhouette artist for newspapers and parents magazines
	Send out book sale notice to email distribution
	Send membership file to Judy so she can make labels for newsletter and book sale mailings
	Sign up for insurance through FOLUSA
Kristy Donaghy	Go to bank with Judy to add name to

	account
Team	Review Sorting Guidelines and Display Topics List and send comments to Judy
	Sorting party Tuesday, August 21, from 7-9 PM
	Figure out schedule for volunteers for silhouette artist event in November