

NPL Friends Meeting

5/14/07

Attendees:

Carole Barker
Martha Barrett
Ken Batemen
Judy Blachek
Pat Dillingham
Tina Donovan
Carol Eyman
Jeannette John
Mark King
Marjorie Morse

April 2007 Minutes: Accepted

Treasurer's report: Balance in account after book sale - \$14,575.33. Our total for the month of April in daily sales was \$766.39.

Membership: 67 total members for YTD 2007.

Fundraising Updates

- Tote Bags – we are not extending the tote bag special (from the book sale)
- Book Sale displays – for the next book sale, Carol Eyman suggested that we think about how we display the books; for example, display some by color or all of a certain author – face out; or pull out seasonal topics. We agreed it is a good idea but need time to organize. Carole Barker said she would come up with an event/seasonal topic list. Possibly work toward doing this in our daily library display.
- Stephanie's quilt – We'd like to raffle it off. Sell tickets for \$1 each; 6 tickets for \$5. Add a "raffle" key to cash register. Use tickets that include their phone number, email, etc. (have them check if they do not want to be on the Friends mailing list). Put quilt on display for the outside concerts, activities, movies. Pick winner at end of October book sale. Timeframe for selling: July at first box lunch. Do we need a permit for raffle or other rules? AI for Ken.
- Silhouette or caricature artist (Carol Eyman): The library in Andover, MA, has an artist come and do silhouettes for children. Artist comes for 2 days in a row in Children's room for Christmas. Can be framed or unframed. AI: Carol will get info and prices.
- Art of the Books: local prominent artists decorate sculptures of open books, then the sculptures are auctioned off. We tabled the idea for now.
- Libraryconsignment.doc: Not the right model for our group.

Book Sale Debrief:

- Telegraph Ad was worth it for 3 days: Sunday before, Thursday, and Saturday of sale. Consider adding Broadcaster for next sale (put a display ad as well as classified ad near yard sales).
- Preview – went very well; start it earlier: 6:00 or 6:30 – 8:30.
- Need more bakers. Ran out of food Preview Night!

- Sunday: Is it worth it since we made \$372? If we continue with Sunday, we need to increase sales, improve staffing and logistics. Could run a popular movie at the same time to draw more people. Also an option to keep Sunday in the East Wing only.

Date for Fall Sale: October 12, 13, and maybe 14.

Director's Update (Carol Eyman)

- Alderman passed budget; up 2% over last year. \$20,000 included for Sundays.
- There is now fencing on the grass by parking lot; NH Dept. of Environmental Services tested for asbestos and found some samples that were high, but not alarming. The city will address the issue, but not right away, so they erected the fence.
- New Assistant Director has been hired: Susan Deschenes.
- New Library Assistant – Carolyn Kutcher.
- Channel 99 – new educational channel, can be used by schools and library; library is taping a program May 31 that will air later. The program is based on the *Nashua Experience* book (history of city up to 1978); for the 30th anniversary the book is being updated with an insert. As part of the program they are convening a panel of 5 of 6 mayors from previous 30 years.
- Joe commends the Friends group on the success of our book sale.
- Trustees are talking about opening on Saturdays in July and August (for future years, not 2007).

Financial Requests

- Books for babies – Kathy Bolton researched several books and had recommendations for us. We asked Kathy to select two and bring them back to us with prices, etc. We approved \$1000 for this program.
- Museum passes – We approved \$250 for the Christa McAuliffe Planetarium.
- Teen summer reading program – We approved \$150 for an incentive program for kids who write reviews.

Miscellaneous

- Tax-free status/process:
 1. Get registered with the State Department as a non-profit (should take a few weeks).
 2. Get registered with the Attorney General as a charitable trust (should take a few weeks).
 3. Request the tax-free status with the Federal government (will take months).
- Judy gave the board members an article from the Nashua book *My Window on Main Street* by Marilyn Soloman.
- Judy is having trouble getting in touch with the person doing the John James Audubon program.
- Sources for books about Book Sales – Judy found some appropriate books; might need to borrow through interlibrary loan.

Action Items

Kathy Bolton	Select two books for us for Books for Babies and come back with a mock-up for coupon (??was that the mock-up?)
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Ken Bateman	Update us when you contact Chelmsford Library Friends person who sends membership letters to specific groups
	Investigate whether or not we need a permit to raffle Stephanie's quilt
Carol Eyman	Get information on silhouette artist
	Talk to other library contacts on how they handle hoarding at book sales
	Check into what happened to our contribution to the edging; we approved it but the edging isn't there
	Check balance of our petty cash fund; let Jen know we've approved her Teen Summer Reading program request
Carole Barker	Develop a "seasonal/topical" list of categories for our book sale displays (may eventually use in our daily display)
Judy Blachek	Add review of petty cash fund to monthly agenda
	Write letter for Hannaford book drive
	Get books to Books for Barbados program
	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)
	Send note to dist list reinforcing that it is an interest list and reminding them to renew if they are interested; let me know if they want to be removed from list
	Sign NPL Friends up to join FOLUSA
	Investigate insurance options through FOLUSA