

NPL Friends Meeting

September 10, 2007

Attendees:

Carole Barker
Ken Bateman
Judy Blachek
Joe Dionne
Carol Eyman
Mark King
Marjorie Morse
Liz Ullrich

NEXT MEETING: Saturday, October 13, 2007, 4:00 PM

July minutes: Accepted.

Treasurer's Report: Current balance: \$16,176.95. Total for August daily sales: Not available. Petty cash balance: \$182.93.

Membership Update: 71 (1 new membership since August's meeting).

PayPal: We now have an account, thanks to Ken, and a generic email account with gmail. We need to add the other officers onto the account with privileges to transfer money and get reports. Still need to put a button on our website. Goal is to get up and running by next meeting (October 13).

Fundraising

- **Martha Dionne Memorial Donations** – we have taken in \$2565 so far. Joe will think about how we can use this money.
- **Book Sale** –
 - Approved up to \$200 for Broadcaster ad.
 - Approved up to \$200 for Telegraph ad.
 - Judy sent out a postcard book sale notice to members.
 - We'll send a notice to book dealers as well, but add "due to fire safety regulations, stockpiling of books will not be allowed."
 - Judy will send a file of the book sale poster to Carol for posting in Library.
 - Carol will ask Bruce to make more generic posters for pricing so we can reuse them. Changed pricing on VCR and cassette tapes to 4 for \$1.
 - Bruce did purchase the new tents we had approved in earlier email; now have 6 white tents.
 - Sorting and logistics: We agreed to move the books to the other room on Wednesday (rather than Thursday) of the week before the sale; Judy has secured the Nashua North freshmen football team to help. Teens from the Teen program will help us Saturday morning and afternoon.
Times for sorting so far:
Sept. 8, 9-12 (Sat)
Sept. 13, 6-9 (Thurs)
Sept. 15, 9-12 (Sat)
Sept. 16, 1-5 (Sun)
Sept. 19, 6-9 (Wed)
Sept. 20, 6-9 (Thurs)

Sept. 22, 9-12 (Sat)

Sept. 24 – 28, 9-9 (Mon – Fri, except Wed Sept. 26 from 9AM-Noon)

- Biography shelf needs more supports. Mark King will take a look and send email to the team on what it will take.

- **Book bags and cards** – info not available
- **Quilt raffle** – info not available (maybe about \$60)
- **Silhouette/caricature artist** – this event is all set up; Carol will announce it at Children’s room events. Margie also sent out a press release. Carol will ask the artist if she is bringing her own assistant.

Director’s Update (Joe Dionne and Carol Eyman)

- Abestos remediation – money has been allocated from EPA (\$60K to get rid of it – take out strip & put down heavy barrier + \$40K for extra landscaping, which could include bluestone, picnic tables, a ramp, etc).
- The money from the sale of the old card catalogs sale money was allocated to Friends by the library staff (thank you!).
- READS to Go – Carol showed us the canvas bag that will hold the 15 books for the book reading program (book club kit). The Friends supported this program.
- East Wing - narrowed down to 3 architects, but progress here is dependent on the sale of Chandler.

Financial Requests

- Pay the Teen Reading Program; no new requests.

NHHC Programs Update

- The NH Humanities Council has approved the taping of two programs for channel 16 or 99; now need the presenters to agree.
- The theater in the basement of 14 Court Street will be converted into a TV studio for use by Channels 16 and 99.

Miscellaneous

- The Ken Burns event for school children mentioned in last month’s minutes will not happen; turned out to be an extremely involved process.
- Next month is time to nominate officers.
- Next meeting is Saturday, October 13 at 4:00 (Normal meeting time on Monday falls on Columbus Day and library is closed). We will call for nominations for Friends board and draw the quilt raffle winner at the meeting.
- Our first annual meeting will be November 13.
- Friends insurance – need revenue and asset information.
- Tax free status – almost done.
- Books for Babies – books are here.

Action Items from September 10, 2007 Meeting

Ken Bateman	Continue final steps to implement the use of PayPal for memberships by October 13. Talk to Susan Deschenes about web site issues; get bank routing number from Kristy.
Carol Eyman	Check on availability of east wing during the evenings before the book sale.
	Ask silhouette artist if she is bringing her own

	assistant.
	Ask Bruce to make pricing posters more generic this time, so they can be reused. Also, VCR and cassette tapes will be 4 for a \$1.
Judy Blachek	With Margie, send out thank-you letters for memorial donations.
	Send book sale poster file to Carol Eyman.
	Send book sale notice postcards to book dealers.
	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).
	With Judy, send out thank-you letters for memorial donations.
	Send silhouette event press release to all media contacts and NH parenting site.
	Submit book sale ads to Telegraph and Broadcaster.
	Send out book sale notice to email distribution.
	Submit insurance application to FOLUSA.
Kristy Donaghy	Get stamp that says Friends of the NPL.
Mark King	Take a look at biography book shelf in East Wing to see how it can be reinforced. Send email to team.
Team	Figure out schedule for volunteers for silhouette artist event in November.
	Sort books!