

Friends of the Salem Library

November 13, 2018

Attendees: Carl Nawrocki (Chair), Frank Abetti, Vicky Coffin, Carole Eckart, Len Giambra, Martha Giegel, Norm Rabe, Sharon Sanders, George Ziegra

Carl called the meeting to order at 7:02 p.m.

Additions to Agenda: no additions.

General Business:

Secretary's Report: Martha emailed the minutes from the 8/13/18 meeting prior to this meeting for review.

➤ A motion to accept the August 13, 2018 meeting minutes was made/seconded (Giambra /Eckart) and unanimously approved.

Treasurer's Report: as of 11/13/18

INCOME	2018-2019 Plan	As of ¹¹ 8/13/18	\$ To Acquire Variance
Dues	\$3,200.00	\$2,270.00	\$930.00
Donations	\$3,000.00	\$1,948.75	\$1,051.25
Book Cart	\$350.00	\$201.14	\$148.86
Other	\$125.00	\$82.50	\$42.50
Interest	\$50.00	\$4.23 \$1.66	\$48.34
Book Sale(s)	\$8,000.00	\$6,017.01	\$1,982.99
From existing funds	\$2,875.00	\$0.00	\$2,875.00
Totals	\$17,600.00	\$10,521.06 10,523,163	\$7,078.94

EXPENDITURES	2018-2019		\$ Available
	Plan	As of ^{//} 8/13/18	Variance
Postage	\$150.00	\$59.56	\$90.44
Membership/Passes	\$1,800.00	\$1,026.74	\$773.26
Gifts/Awards	\$300.00	\$0.00	\$300.00
Summer Reading	\$2,800.00	\$2,662.51	\$137.49
Book Sale	\$600.00	\$542.83	\$57.17
Story Hour	\$200.00	\$0.00	\$200.00
Programs	\$6,000.00	\$4,804.67	\$1,195.33
Collection	\$4,000.00	\$0.00	\$4,000.00
Awareness	\$200.00	\$0.00	\$200.00
Miscellaneous	\$200.00	\$44.70	\$155.30
Fees	\$100.00	\$69.90	\$30.10
Insurance	\$1,250.00	\$0.00	\$1,250.00
Totals	\$17,600.00	\$9,210.91	\$8,389.09

CK Acc't 3781.34
Savings 12613.82
CD #1 4989.60
CD #2 2449.37

22834.13

Items to note:

- \$430 came in for Membership on Friday night of the book sale.
- We received one matching donation from Charter Oak.
- Interest doesn't include CD's; will add another \$11 or so.
- Made \$6,017 in revenue from the Book Sale; doesn't include membership fees paid; does include Knitting Club sales.
- Book Sale expenditures include food, advertisement, megaphone, and a new banner.
- Programs are paid up to date.
- "Fees" line item is for federal and state taxes.
- Insurance was paid at the end of the last fiscal year.
- Knitters brought in \$299 at the Book Sale.
- Profit from Book Sale \$5,166.03.

➤ A motion to accept the Treasurer's Report as of 11/13/18 was made/seconded (Giambra/Giegel) and passed unanimously.

Membership Report: Carol Irwin was not present at the meeting, but she forwarded her report by email prior to the meeting. There are currently 119 active members, including 14 Benefactors and 33 Families. There are 7 new book dealers this year. 32 renewals were sent out w/no response. 44 members renewed at the Book Sale. More renewal notices will be sent out in December.

State of the Library: Vicky distributed copies of her report; hard-copy is attached to the end of the minutes.

To note:

- There are two new staff members- Gail Freeman and Cheryl Parsons. Kathy Sasso is no longer working at the library- she is the librarian at East Lyme High School.
- Huge thank you to volunteers for Book Sale as well as Knitters and Quilters.
- Scholastic Literacy Partnerships: early literacy bags are being given out to families in town w/young children. The bag includes a free book which Vicky purchased from Scholastic using Friends \$\$.
- Tomorrow Vicky is going to the Eastern CT Directors Roundtable meeting at Cragin Library in Colchester. She also recently attended a leadership training workshop, SECT Directors' Roundtable meeting, a Bibliomation Members Council meeting, and a Meeting Facilitation Training.
- Bibliomation will be charging us a similar amount for services this coming year.
- Windows 7 will not be supported for much longer so looking into recommendations for new computers by the spring. In the interim she has suggested replacing the catalog computer.
- There are many programs coming up including holiday card making, library anniversary celebration w/the 8 Mile River Band and a bird seed feeder craft for kids.
- Winter reading will be starting Feb. 4th. More focus on adults and teens.
- Food for Fines: benefits Care & Share food pantry. Patrons can donate 1 can to erase \$1 of fees due. Lost items do not apply; only items that came in late.
- Pat Aldrich resigned from the Library Board (no longer lives in town). Nanette Trusler has been voted in to replace Pat.
- State report: each year Vicky submits a long document to the state to report on library usage and statistics. Items to note: steady increase in circulation of ebooks and audiobooks. Library visits and circulation were close to numbers last year.
- Ron Labonte (Board of Selectmen representative) will be attending Library Board meetings and will be discussing staffing at the library. The Town pays all town employees including library staff. Need staffing \$\$ for 95 hours of staffing per week; only getting enough for 82 hours currently. There needs to be at least 2 people at the library when open, which is difficult when someone is sick or unavailable. Vicky ends up missing a lot of meetings and it is difficult to function as the Library Director since she is the 2nd person on duty. Len said that in the past there was only 1 staff member on duty and the Library Board fought to have 2 people. The 2nd person should not be the Library Director. The Library Board will pursue this topic with the Town.
- Vicky would like to have a new library website. They are currently under the town's website and only have 1 page. Vicky asked Kevin if library could have their own website (not under town's). He said that was ok as long as it is consistent in style and function with the town's. Vicky asked around for quotes- best quote was \$4,500. Carl suggested that maybe she could apply for a grant through Chelsea Groton.

- Question from Norm- how do library records get disposed of (what needs to be kept, how long etc). Vicky has to fill out a form to dispose of records. Library doesn't keep a lot of records, only what is currently checked out and fines, etc.

Library Board Report: already covered above "State of the Library" section.

FoCL (Friends of Connecticut Libraries): Carl gave an update. No conference this year; instead they are doing an in-depth advocacy newsletter in print and online. 30% of CT libraries don't do any advocacy. A librarian from Colchester will write an article about local advocacy. On March 23 FoCL is holding a non-book-sale fundraiser expo. Various vendors will come in to talk about other options. Libraries who have held other fundraisers will share info.

Old Business:

Publicity: Carl wrote an article for Our Town; Vicky will edit. He also wrote a human interest article about the Book Sale: one of our book sorters knew someone in India who was looking for poetry books. The sorter sent pictures of available poetry books and then sent the books to India. Carl will also include an article looking for a new treasurer (George is retiring in May).

Programs: Many great programs coming up. See the library website for info.

Hospitality: Anniversary Cake December 8th. Sharon volunteered to serve cake.

Fall Used Book Sale: Lessons Learned

- Used Book Sale Signs next to the basket raffle entrance
- Make sure the Basket Raffle Staff Park away from the gym entrance
- Reserve some space for a couple of baskets next to children's section
- More price signs on the tables
- Cut down boxes need to refreshed`
- Segregate large nonfiction titles Cooking, Bio, History and Politics so arrive by the truckload
- Need to do a better job of cleaning up the view of the tables, all books titles facing the aisle. Also a number of people reported that boxes were on the wrong tables
- It was reported that there not enough chairs in the corridor while people waited. Also reported there were unoccupied chairs
- There were no boxes for early buyers
- Hardback Fiction section was not all together
- There was confusing information on our web site as to times
- People still are confused that a Salem Library card does not make them a Friends of Salem Library
- No need for food for the people who were waiting. Just beverages
- Consider not providing cut up Sub for the workers
- Letting people sort on their own time works
- CG tables require attention to lock them in when setting up
- Consider more tables to overhang on Thursday to shorten the workday for our truckers
- Drop some the categories with a small amount of books, place them in Misc NF

- Suggestion to break up cookbooks Italian, Diet, Baking & Desserts, all else
- Need to do a better job purging books
- Martha- add table for basket raffle baskets on map for next year. (next to children's books)
- Thrift Books in Baltimore- picked up left-over books. They sell books on-line. We split profit with them (after transportation costs). \$\$ comes in dribs and drabs as the books sell. The Salvation Army will be coming after Thanksgiving to pick up remaining books at the Zemko garage.

New Business:

Long Term Viability of Used Book Sale and other Fundraisers: we will hold an Exec Board meeting after the holidays to talk about other fundraisers.

Upcoming Meeting Dates:

February 11, 2019

May 13, 2019 (Annual Meeting)

➤ A motion to adjourn the meeting at 8:45 p.m. was made/seconded (Nawrocki/Ziegra) and passed unanimously.

Respectfully Submitted,

Martha Giegel, Secretary

Summary of Motions:

➤ A motion to accept the August 13, 2018 meeting minutes was made/seconded (Giambra/Eckart) and unanimously approved.

➤ A motion to accept the Treasurer's Report **as of** 11/13/18 was made/seconded (Giambra/Giegel) and passed unanimously.

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