

Friends of the Lucy Robbins Welles Library, Inc

Advisory Board Meeting Minutes

September 15, 2010

Executive Board: Natalie Harbeson, (President), Brian Wood (Vice President)

Advisory Board: Kaye Burke, Phil DesJardins, Carol Jordan, Sally Katz, Ann Marino, Christy McDonald, Mary Jane Michaels, Regina O'Connell, Anne Sousa, Anita Wilson, and Dori Womer.

Library Officials: Lisa Masten (Acting Library Director)

Others: Patty Foley (Membership Chair), Sue Wright (50th Anniversary Co-Chair)

Absent: Marsha Montgomery (secretary), Mary Wood (Treasurer),

The meeting was called to order at 7:10 PM by President Natalie Harbeson.

Old Business: Discussion of Wild Apricots Host Site for Membership (agenda item moved so Patty Foley could be present). Because Patty will be leaving her position as Membership Chair at the end of this fiscal year and the Friends membership data has been stored on her business computer since she became chair, she researched ways for the Friends to have an independent membership database. Patty used the Wild Apricots server and designed a sample Website for the Friends which she introduced to all Board members present at the July Budget Meeting. The site address was e-mailed to the entire Board for their review. Following the review, a list of questions/concerns was compiled and Patty prepared a handout for the Board in response to these questions. She expanded upon the handout and answered any additional questions. Because so many of the Board did not feel comfortable voting on the acquisition of Wild Apricots this evening, a special meeting will be held to discuss this website on September 29th at 6:30 pm. Supper will be provided.

Secretary's Report: The minutes of the May meeting were accepted as printed.

Treasurer's Report: Treasurer's report was presented by Brian Wood. A motion was made and seconded to accept the Treasurer's report. The report was accepted.

President's Report: Natalie read a letter from Marian Amodeo, thanking the Board for their gift and for their help in the past.

Natalie reported that Kim Bauer, who was recently appointed to the Friends' Board, has moved with her family to Georgia and, therefore, has resigned from the Board.

Natalie presented the FOCL POINT Newsletter which had highlights from FOCL'S Annual Meeting. Wethersfield library was highlighted because of absolving patrons of their fines if they give food bank donations.

Natalie presented the 3 proofs for the note cards for the 50th Anniversary. We will sell these boxes of 12 note cards for \$6 each. The new bags were also presented which will sell for \$10. The sun catchers will sell for \$8.

Natalie presented the final of the 50th Anniversary brochure.

The Library purchased the AWE Learning Station at a price of \$1,000 off the normal purchase price. The price was \$2,600. The Friends donated ½ of this or \$1,300.00

The Macy's Shop for A Cause Fundraiser is going well. There are sign up sheets for those interested in selling the coupons at the Library. The Waterfall Festival will be the kick off for the 50th Anniversary Celebration. The Festival will be held on Saturday, September 25th. 50th Anniversary Committee meetings are held on the third Tuesday of the month at 7pm at the library. Anyone interested in helping is encouraged to attend.

Vice President's Report: (by Lisa Masten) - The Board of Directors has received over 20 applications for the Library Director position. They are going through those applications now and there will be more information to come.

The Library Board had its Annual Meeting. The slate of officers was elected:

President: Eric Rothauser, Vice President: Diane Stamm, Treasurer: Iris Larsson, Secretary: Judy Igielski.

A new cleaning service has been hired to clean the library.

Library Director's Report: Lisa Masten reported that Helen Aveline, the Head Children's Librarian has resigned. There is a candidate for this position in house.

The Library is average 1300 people per day.

The Library has received a grant to update wireless services – 6 new laptops, a new LCD projector for the library, as well as 2 E-Readers and an MP3 player to circulate.

Report on the Summer Reading Program: Teen Program had 164 people sign up. Children's had 600 children signed up. Adults had over 600 participants.

Children's on-line reading has become very popular.

Committees:

Finance: CD's have been upgraded.

Membership (Submitted by e-mail by Patty Foley)

Membership committee served other committees during the summer by supplying lists of members interested in events and committees and by updating committee member information, supplying new name tags.

We ended the year with a total of 854 members; collected \$25,364.14 in membership dues. As of August 31, 2010, the membership committee raised \$276,311 over the last twelve years. Average dues per member are \$29.70, the highest average since I began coordinating membership. As a reference, ten years ago the average was \$17.38. This year we have 24 members at the Best Friend level; ten years ago there were only three members.

Of the \$25,364.14 collected this year, \$17,857 or 70.4% of the dues were contributed from 274 or 32.8% of the members representing the level of patron and above.

The actual number of members (854) is just about the lowest we have had. Over the years, and this year is no different, reasons have been: members moving away (family, health, and jobs), choosing not to continue to keep the Friends in their philanthropic plans, or dying.

We need to continue to raise our average. The Friends is a membership organization (according to our Bylaws). The Board must be focused on that. The Board needs to build a strong organization that informs and communicates to our members, and the community at large of the work we accomplish.

That available information will allow membership committee to show members how their contributions have made a difference in our community. This is how the membership committee encourages current members to increase their donation and possibly attract new members.

The organization starts with the Board and each Board member. So thank you for all your work. The Board sets the tone of the organization and that tone will encourage gifts (membership).

As pointed out at the July meeting, we need a solution for our future. This being my last year in membership, I look forward to hearing of the Board's future plans.

Book Sale – The Book Sale Co-chairs are Anita Wilson, Ann Marino, and Sue Wright. There was a cave-in in the storage container due to the fact that books were piled too high and some boxes may have been packed incorrectly.

We will have a Book Sale Committee soon to talk about our timeline, etc.

Christy MacDonald reported that we have 27 signs. We will keep these signs and get new dates.

Nominating Committee – (Christy McDonald, Ann Marino, Mary Jane Michaels) we would like to put an ad in the Footnotes to replace the positions that are vacant. Lisa Masten will take care of this.

Mailing Committee – Will meet on October 21, 2010.

50th Anniversary – We will have mini cupcakes and balloons to give away at the Water Fall Festival. We will also sell the new merchandise at the Waterfall Festival, i.e., sun catchers, note cards, book bags, etc. A sign-up sheet was circulated for volunteers to man the booth at the Water Fall Festival.

Bus Trips – The Block Island bus trip made \$832.25. The New York bus trip to be held on Saturday, October 16th is full and there are 8 people on the wait list.

National Friends of the Library Week – The National Friends of the Library Week is October 17 to 23. It was discussed if we should have the tree dedication during that week and it was decided to have it prior to the next Friends' Board Meeting on October 13th at 6:30. We discussed inviting the Town Council, the town arborist, and the Library Board.

Library Card Sign-up at Polls on Election Day – Christy mentioned that we will have library card sign up on this day at 3 poll locations. Volunteer sign up to help will be at next month's meeting.

Telebration - MOTION - to accept the report submitted via email by Patty Foley to the Advisory Board.

MOTION - Board will supply two door prizes for the event and make available before October 13.

The event will be held in the library using both the community room and children's program room on November 13, 2010. The storytellers will rotate between the two rooms - inconvenient and it asks each teller to tell their story twice.

We are about ready with the event. We are rounding up the last of the Tellers and the balance of the plans is set. Tickets will be \$10 in advance and \$12 at the door. Board members will sign up for their tickets at the October

meeting - it is a 50th anniversary event. A flyer will be included with the next library newsletter (mailing on Oct 21st).

The Committee requests the Board to supply two door prizes. The committee must have the door prizes no later than the October Advisory Board meeting (Oct 13). Sooner will be better, as that will allow me to add more punch to the promotion of the event.

PS Door Prize items - to be placed into a Friends book bag; Last year it included a couple of books, book lovers calendar, note cards, travel mug, light gizmo etc. (remember this is an adult event) Our door prize must reflect the level of door prize as being offered by CT Storytelling Center. In the past, CSC offered tickets for their spring time event and a storytelling CD.

FOCL – Anita Wilson – FOCL is having its annual membership drive. The Conference will be held on November 6th at Central Connecticut State University from 9-2. The cost is \$20. The topic for the conference is membership. FOCL will have a boot camp in the spring.

Ken Wiggin – Grant – cost connecting more libraries, budget projection, Department of Labor –using libraries as resource.

ALTAFF (formerly FOLUSA) – Old books and what to do with them.

New Business:

1) Wish list will be presented next month.

2) Natalie Harbeson requested that the Friends buy a gift for Helen Aveline for \$50.00. The motion to do this was passed.

A motion was made and seconded, passed to adjourn the meeting. Meeting adjourned at 9:00 p.m.

Respectfully submitted,

Mary Jane Michaels, acting secretary