

AGENDA FOTSL Board Meeting
Thursday, June 11th, 2020 7:30 PM
Meeting held via Zoom

DRAFT

In attendance (17): Cheryl Ouellette, Michelle Kozin, Carrie Spray, Elizabeth Johnson, Amy VanLangen, Courtney Williams, Kara McDermott, Jackie Kleiman, Irene Saranteas Bassalee, Megha Kadiyala, Jennifer Baker, Kaitlin Dunham, Liz Anderson, Emily Dellagio, Liza Cavaliero, Suzanne Rovick, Julie Dreyfus

DRAFT - Absent: (6), Rachel Albertson, Sandra Burke, Dianne Quandt, Megan Stoessell, Tate Sakiyama, Aimee Cronin

7:35 PM Call to Order, Amy VanLangen, President

Minutes - Approval of May 2020 minutes*

VOTE: Amy make Motion to approve. Kara McDermott Second. Unanimous approval.

7:35 PM **New Business** (40 minutes)

Amy VanLangen - President

1. Board 2020-2021 positions/recruiting

Three people under consideration for open positions. They haven't committed yet and we will plan to vote them onto the board in September. Emily Thomas, Kendra Anthony, Allyson King. We typically vote on new members in June but not ready for that right now.

- a. Combining Exhibits and Little Free Library – proposal to combine these positions. Exhibits means reaching out to local artists to have shows and art hanging in the library as well as helping to organize the opening receptions to highlight their art. This person also typically helps get artists to donate to raffle off a piece of art for the fair. We are going to leave Exhibits alone and keep Little Free Library officially combined with Concerts.

ACTION: Get list of local artists from Sandra.

- b. Combining Donor Data and Used Book Sale – proposal to combine these

positions. This will also be the bookseller position when the library reopens.
Outcome: We are going to leave these separate.

c. Position descriptions – FOTSL members may hear from Amy over the summer if anything changes or for more information.

ACTION: Please continue to keep recruiting interested friends and neighbors for FOTSL positions and to help out. If you have any concerns about proposed people, please connect with Amy privately.

2. 2020-2021 meetings - **first meeting September 10th, 2020 9:15AM**

We are also going to rotate AM/PM meetings every other month.

ACTION: Amy will get in touch with UUAC to see if we can use their space again.

3. Senior Awards - Grace Potter & Anna Scott Johnson - \$500 each. Virtual award ceremony last night. Amy is mailing letters and checks. Typically goes into the summer publication.

ACTION: Include this info into our summer mailing. Will contact recipients for graduation photo and find ways to share. Amy will reach out to Megan on publicizing the senior awards.

Elizabeth Johnston - Library Director

1. Director's Report – Curbside delivery has been working out well. Phase 1 = contactless pickup. Phase 2 = lobby pickup may be possible. App through Minuteman Library system to help coordinate pickup. Construction shutdown statewide for public works has been re-opened per Governor with safety protocols. Agreement to get restarted is about 3 weeks behind. Selectman voted they would support signing the agreement, still have a few things being negotiated. Vote expected by mid/late June that would allow things to start up again. Project managers say opening will likely be in January 2021.

2. Book dedications – Thanking outgoing Friends board members. Dedicating books in their honor: For Kaitlin: The Writers Library by Nancy Pearl; For Sandra: Botanical Art Techniques; For Liza: Raising an Active Reader by Samantha Cleaver; For Jackie: Gardentopia by Jan Johnson. All titles will get book dedications and be displayed at the library.

Liz Anderson - Asst. Director / Public Services Librarian

1. Assistant Director's Report – getting back into the swing of things and getting back into the library. Twenty minute timeslots filled up very quickly. Starting summer reading planning now. Many organizations where we have passes are only just starting to reopen. Memberships are likely being extended to make up for closure time. Amy extended thanks to our library team and mentioned to bring any concerns for health/safety to FOTSL and we will do whatever we can to help with supplies or other plans. Suggestion to put together some

lists or themed book packs on activism and diversity and promote on social media.

Cheryl Ouellette - Children's Librarian

1. Children's Programming Report – Thanks to Liz for setting all the detailed policies and procedures needed to reopen the library. Summer Imagine your Story. July 1 – Aug 21. State grant. Beanstalk program. All age program (children-adults). Sign up online and complete activities to win badges and prizes. Zoom/Start Your Reading/MEFA program, saving for kids education. June 25 – make a mug chocolate cake. Joey Talbert – storyteller in town – videotaped her doing stories and will have one on the library website every week during the summer. MaryJo – fairy house program. Will send all supplies in kits and kids can pick up and make them at home. Zoom storytime at end of June, using Zoom. Rock-a-bye Baby on July 29. ScienceTellers in August online program. School librarians are sending summer lists so the books can be available as online ebooks, audiobooks or paper versions.

Aimee Cronin - Arts & Crafts Fair Chair

Suzanne Rovick, Kara McDermott, Rachel Albertson, Tate Sakiyama - Event Planning Team Members

1. Arts & Crafts Fair

a. Any update needed – no update.

2. Trivia Night

a. Virtual trivia night - funds raised – June 6. ~40 people (~18 teams). Net: \$1,168.38. Fun evening, all things considered, given the seriousness of our current events locally and nationally. Very little promotion was done outside of the FOTSL board and still had a pretty good turnout.

Question whether another trivia night may be the best way to raise more funds to supplement the book drop purchase (\$3K)? A smaller/portable one might be nice of a way to drop outside v. inside one being built, per Elizabeth. Courtney shared where we are financially. Donations have us at \$25,000. We have over half of the budget remaining because we haven't done many things. Also took a revenue hit from not holding the Arts & Crafts Fair. Courtney suggests that we do one more Trivia Night to help offset us being able to fund the book drop. Is a portable book drop useful for the long term? Many suggestions such as: Maybe where senior citizens come in/out, extending the municipal campus, book drop might be used at playground, etc.

Unlikely there would be a Fall FOTSL event. Restaurants and things are opening up so maybe virtual trivia might not be as desirable? Possibility book drop purchase could be matched with the CARES Act Fund. Even if we contribute half, the library can use all summer. We got a grant from Middlesex Savings Bank. Belief is that there are the funds available. Suggestion to customize with FOTSL logo branding like a magnet or something similar.

VOTE: Kaitlin makes motion for FOTSL to approve funding the purchase of the book drop box, for an amount not to exceed \$3500. Second by Kara McDermott. Unanimous approval.

Carrie Spray - Publications

1. Spring appeal - decision was made to postpone appeal; no discussion needed before

summer break.

Courtney Williams – Treasurer

1. Update on financials – There are a few arts fair vendors who didn't choose whether they want refunds or apply for next year. None of the checks have been deposited. Pay Pal refunds have been processed. We will refund anyone who hasn't responded.

Liza Cavaliero – Donor Data

1. End of year update - donation total from Spring 2020 has not yet been matched to Courtney's records. Courtney will send Liza a list of what has come in and Liza will make her notes and update the database.

Julie Dreyfus - Music & Summer Concerts

1. The SBA is happy to allow FOTSL to roll over grant funds from 2019, to be used for summer concerts in 2021. The funds, totaling \$600, are to be used for the Hank Wonder band. The grant was not used in 2019 due to weather. The 2020 concert series is cancelled due to the COVID-19 pandemic.

Julie Dreyfus (interim) - Book Cellar & Little Free Library

1. No update needed.

Jackie Kleiman, Megan Stoessel, Emily Dellaglio – Publicity

1. No update needed.

Dianne Quandt, Irene Saranteas Bassalee - Welcome Committee

1. Update on decision to do a spring/early summer mailing. Will send one more this summer.

Jennifer Baker, Megha Kadiyala – Children's Programming

1. No updated needed.

Sandra Burke - Exhibits

1. No updated needed.

Other Business

8:53 PM Motion to Adjourn*

VOTE: Amy made motion to Adjourn. Seconded by Kaitlin. Unanimous approval.

Next scheduled meeting is: **September 10th, 2020 9:15AM**

*vote required