

Friends of the Griffin Free Library - June 3, 2024

Present: Pat Davenport, Cathay Sartorelli, Marie Sullivan, Elaine Willett, Judy Bellrose, Nancy Mayland, Pat Clement, Joanne Linxweiler, Terry Coll, Brenda Brunelli, Ron Correia, Cindi Correia, Fay Hanscomb, Marion Miller, Dan Szczesny, and Karen Murray

The meeting was called to order at 7:00 PM.

Secretary's Report

The previous month's minutes were reviewed. A motion was made to accept the secretary's report. 1st Joanne and 2nd Elaine - motion passed

Karen explained there is correction to the Crier article as the "Fill it For Free" tote bag perk is only available at the Book Sale on Sunday, July 28th. This correction is posted on the Friends' website, Facebook and will be posted at the library.

Treasurer's Report

<u>Starting Amount</u>		\$4342.80
5/16 withdrawal start-up money plant sale	-\$200.00	4142.80
5/17 Deerfield Gardens	-417.90	3724.90
5/20 deposit (plant sale, Day of Giving, totes)	+2643.00	6367.90
5/21 checks (new)	-35.25	6332.65
5/22 Wee Acres	-334.00	5998.65
5/31 Interest	+.05	5998.70

Pending Deposit \$753.00

Day of Giving Donations: Democrats of Auburn \$200.00
Melendys \$100.00
Donation \$ 20.00

Marie reported the IRS statement is complete. The state report is for 5 years and she is working on this. She recommends doing this every other year in the future.

A motion was made to accept the Treasurer's report.

1st Terry and 2nd Brenda - motion passed.

Director's Report

1. Museum Passes - usage slows at this time of year. The 12 passes this May are twice as many as May 2023. Yearly total is 124. Last year the total was 62 so usage is doubling. Top 3 popular passes are Museum of Science (24) SEE Science Center (22), NE Aquarium (25).

2. Pass Maintenance - Last month we discussed having the friends vote ahead of time (3-6 months) in advance of renewing passes, which would allow the library to move more quickly on paperwork and get passes into the system quicker.
Discussion: Elaine shared that she previously kept track of the passes and would notify the group prior to the passes expiring. Elaine kindly shared a copy of her document. Karen has been keeping track of passes although some updates are needed. It was suggested that the list be in chronological order by expiration date instead of alphabetical order. Joanne volunteered to take over this task and keep us informed prior to passes expiring. Thank you Joanne!
3. Creative Bug - The service continues to shine with subscribers who watched 80 videos in May. Total usage is 202 videos streamed. These numbers go towards patron usage. Dan urges all to share links with family and friends.
4. Patron Usage - Patron usage continues to escalate - 2 months in a row over 1,000 patrons. Through May, patron usage has increased nearly 34% over 2023. This increase impacts maintenance issues.
5. Consolidating Friends Supplies - Friends supplies are in multiple places in the library. There are empty tubs in the shed.
Discussion: Pat will take the lead to consolidate materials and help us be better organized. It was suggested that the shed be cleaned after the Book Sale. Also discussion on a new logo. (see New Business).
6. Book Sale - Volunteers needed and a sign-up sheet was shared.

Old Business

Fundraisers Tote bags, Tree Ornaments and Raffle Tickets were/will be sold at these events:

- Longmeadow Flea Market - Sales: 0 totes 13 trees \$105 raffle tickets
Cathy, Judy and Karen attended 8:00-12:15. In addition to selling items, information was shared about the summer reading program, Book Sale, library cards, library hours, museum passes. It would be helpful to have an updated handout of library hours and museum passes from the library.
- Plant Sale Sales: 1 tote 8 trees \$75 raffle tickets
- Total Sales to Date: 27 totes = \$540.00 315 trees = \$317 raffle tickets = \$350
- Book Sale - 3 fundraisers at 1 table with set-up in the hallway with option to move into gym if needed. Volunteers needed for shifts and a sign-up sheet was shared.
- Voting Sept. 10 - We will need volunteers for shifts this day.
- Tote Bags will be sold at the library until July 31st.

Santa Breakfast - Dec. 10, 2024 8:00-11:00 Set-up Dec. 7 3:00-5:00

- Santa has been confirmed through the PTA. Cathy let Stacy know her father will not be needed this year.

- Waiting to confirm Heather for the photographer.
- Elves outfits are owned by the PTA. Do we want our own that fit our volunteers? Karen will post on Facebook asking for elf costumes.
- Request to use the school has been given to Pat D. Cannot be sent in until Sept.
- When we're at the school for Book Sale, we will look at potential changes to entrance, ticket table, Santa/photo location and band.

Plastic Bag Drive - Jess and Sharon are co-chairs. LOTS of plastic has already been dropped off.

Application for Membership - There is a form on the Friends website thanks to Cindy. Karen will work on a paper copy.

Gambling Grant Money - Still need to find out the status of this application.

Book Sale - Plans are progressing. Volunteers are needed and a sign-up sheet was shared. **Next planning meeting is June 26th at 7:00 at the library.** All are welcome.

Duck Race

- Pick-A-Duck - Pat C. and Karen will share list for donations for Pick-A-Duck
- All who get donations for should email Pat C. at pclement60@yahoo.com
- The library will begin selling tickets for the Duck Race on Aug.1st.

Author Visits

1. Sisters in Crime www.sincne.org A motion was made at the April meeting to host a Sisters in Crime event. No amount was stated as it depends on how many authors participate. It will be between \$150-\$200.
Dan submitted an application to use the school for this event on 10/17/24, but won't know if it's approved until Sept.
2. John Rockwood <https://www.facebook.com/THE.LOON.MAN/> -tabled at this time.

New Business

1. New Friends Logo - it was suggested that the Friends have their own logo. Also new letterhead and cards need to be ordered.
A motion was made to use the picture of the front of the library as our logo. 1st Joanne and 2nd Brenda - motion passed
Nancy will get the cost of the printing of the letterhead and thank you card.
Karen will go through old minutes to see if there is information on the digital image of the library that was previously used on the thank you cards.

Nancy mentioned the Friends Tax ID# should be included when writing thank you notes who make donations to our events.

2. Pass Renewal - There was motion to renew the McAuliffe-Shepard Discovery Center Pass for \$400. 1st Joanne and 2nd Brenda - motion passed
3. July Meeting - A motion was made to skip the July meeting. 1st Nancy and 2nd Joanne - motion passed.

Action Items

1. Joanne to take over Museum Pass tracking and may want to list in chronological order of passes expiring. She will inform us 3-6 months prior to passes expiring
2. Nancy to get the cost of printing the letterhead and thank you cards.
3. Karen to go through old minutes to see if there is information on the digital image of the library that was previously used on the letterheads and thank you cards
4. Library Staff make an updated list of library hours and updated list of museum passes to hand out at events
5. Karen post on Facebook to search for elf costumes
6. Cathy and others when at the Book Sale look at potential changes to entrance, ticket table, Santa/photo location and band.
7. Karen to make a membership application and share with board members
8. ? Status of application for Gambling Grant Money
9. Pat C. and Karen to share list for donations for Pick-A-Duck
10. All who get donations for Pick-A-Duck should email Pat C. at pclement60@yahoo.com

Motion to adjourn at 8:05 PM 1st Pat 2nd Marie

Next Friends' Meeting: **Monday, August 5, 2024 at 7:00pm** at the library.
NO July Meeting

Karen Murray
Secretary Friends of the Griffin Free Library