

FRIENDS OF THE NORFOLK PUBLIC LIBRARY, INC.

A regular monthly meeting of the Friends of the Norfolk Public Library, Inc. was held in the Library Schoolhouse on **Monday, February 5, 2024.**

Attendance: X indicates person was in attendance

Name	Attend?	Name	Attend?
Courtney Allen	<input checked="" type="checkbox"/>	Michelle McDonough	<input type="checkbox"/>
Sue Asensio	<input checked="" type="checkbox"/>	Nanci Murphy	<input type="checkbox"/>
Barbara Byron	<input type="checkbox"/>	Ken Nelson, Trustee	<input type="checkbox"/>
John Creeden	<input type="checkbox"/>	Emily Nicodemus	<input checked="" type="checkbox"/>
Diane Cullen	<input type="checkbox"/>	Jennifer Oliver	<input type="checkbox"/>
Karen Cunningham-Anderson	<input checked="" type="checkbox"/>	Jodi Pappas	<input type="checkbox"/>
Harry Dorman	<input type="checkbox"/>	Ted Petrakos	<input type="checkbox"/>
Karen Gallup	<input type="checkbox"/>	Betty Rice	<input type="checkbox"/>
Lisa Hawver	<input checked="" type="checkbox"/>	Allison Riendeau	<input type="checkbox"/>
Stephanie Hamel	<input checked="" type="checkbox"/>	Elissa Rosenthal	<input checked="" type="checkbox"/>
Alison Lane	<input type="checkbox"/>	Eleanor (Ellie) Royston	<input type="checkbox"/>
Kavya Machetira	<input type="checkbox"/>	Lynne Sarikas	<input type="checkbox"/>
Susan McCarthy	<input checked="" type="checkbox"/>	David Sok (Tech librarian)	<input checked="" type="checkbox"/>
Patti McCarty	<input checked="" type="checkbox"/>	Sarah Ward	<input checked="" type="checkbox"/>

Stephanie Hamel, Vice President, called the meeting to order at 6:30pm.

The minutes from the last meeting were attached to the email reminder of this meeting. Stephanie asked if there were any comments or corrections. There were no changes so the minutes stand approved as submitted.

Library Director's report: Given by Sarah

- David came by! Welcome David!
 - end of Feb computer class with teens – taking apart a computer (each kid takes one apart – 12 kids at a time). Reached out to schools. 5 seats left and waiting list is up too.
 - March – beginners guide to 3D printing (adults) assembly and coding. Streaming course to teach teens how to become youtube or twitch game streamer. Online safety lesson plan to go along with it.
 - Other things in mind – Minecraft.
 - David has been helping with stack maps and getting it started.
- Courtney
 - pajama drive through Bruins (until March 15th).
 - February break snack attack (Kate),
 - iguana reptile program on 21st.
 - Lee Bultzer puppet story time on 22nd.
 - Valentine's scavenger hunt.
 - Passport walk in day.
 - Paint a 3D dragon on 27th.
 - Adults – writer's block has a good core group. Slightly literary is gaining traction at COA. We have kits as well at the library. 15th history of Bonnie and Clyde (virtual).
- April break hopefully get maker space up and running
- Sarah- Southwick opens in April – e-mail vote was a YES
- Sarah - Hoopla – last month's bill was over by \$1000 again. Fiske has Hoopla, Painville does not. Capped at \$3.99 or less for check out. 8 checkouts a month. Could go back to 4 or 5

checkouts. Monthly budget cap – separates it out to money per day. Daily leftover rolls over to the next day. OR we get rid of every category except for audiobooks because that is the most popular category. Of 471 checkouts, they are the bulk of it. We can't use stats in end of year reporting because it's a database. Sarah recommends going down to 4 or 5 checkouts in March and if that is still too expensive then we need to get rid of it altogether. We will see how that goes.

- Sarah - Strategic plan is up this year – 3 reps from friends group, 5 community members – please let Sarah know if you are interested. Submit plan by the fall. Firm commitment by end of Feb at the latest – start meeting in March. One meeting a month for March, April, May (maybe an hour or hour and a half in the evenings). Community survey, what we want for the library in the next 5 years. Have to file with NBLC to be qualified for grants with the state. April is when survey is sent out (paper copies in library, businesses around town, website, newsletters). June and July Sarah will write the plan Trustees review in August. September trustees will vote on the plan. Due October 1st.
- Sarah - FY25 budget has been submitted. Wednesday is first defense of budget. Then another with select board. Another with advisory board. Asked for no more than 3% increase and we achieved that.

Book & Bake Sale: Given by Stephanie

- Mailing last Sunday. Boyd's Crossing folks did not get their mailings but others did! Norfolk PO boxes got them. Campbell street did not get it either, neither did Seekonk.
- Stephanie has the sign-up sheet for the book sale spots – will go out to friends first.
- Emily is looking for someone to learn set up.
- Mary Murphy and Donna – Bake Sale
- Do we need 2 shifts for bake sale?
- Lyons hot dog, pizza food truck – put out more tables for people to sit and eat
- Boy scouts – handing out envelopes and posters for notifications. Boy scouts are lugging things around on Friday nights – they were great last year.
- Link for volunteers in the newsletter (Courtney)

Treasurer's Report: Given by Sue

- Total revenue Jan including membership: \$735.97
- In-library book sales: \$234.50
- Copier: \$3.00
- Printer: \$34.95
- Membership: \$100
- Square: \$266.42
- EDI payment Amer Online Giv: \$97.10
- Membership campaign 2023: \$5,124.52 vs 2024: \$3,762.89. The decision to have membership letters on 1 page, 2 sided, printed in-house saved us \$1,361.63. This money went towards 500 boxes (\$778.24) and 1 cart (\$217.82) for the library sale.
- QuickBooks:
 - Friends: \$8857.36
 - NPL Gift Fund: \$14,905.78
 - CD (Matures March 6, 2027): \$48,217.23

Trustee's Report: Given by Patti

- Last meeting – Jan 11 and Jan 25
- Jan 11- digital mapping, maker lab reorg, NPL strategic plan 2024, FY25 budget proposal
- Policies reviewed and approved with revisions - exhibition, govern incident report, local history collection
- Draft of maker space policy reviewed and to present at feb meeting

- Jan 25 – proposed NPL FY25 budget discussed, hiring of children's librarian, meets town request with no more than 3% increase
- Feb 12 2024 6:30PM schoolhouse – will review collection development, bulletin board, maker space policy
- **SIDE NOTE – if Trustees could send their brief notes to Lisa to include in the minutes that would be useful The report tends to be way too fast for me to capture everything in the moment.**

Membership: Given by Michelle

- Traveling a lot in new position. Interested in training someone to be a membership director.
- Michelle processes the membership checks.

Other/Ongoing:

- Donor letters – Lisa is working on it and Sarah will have library volunteers stuff and send – thank you!!
- Michelle – vendor was thinking the order was too small for the mailing. So what we did this year will work moving forward.
- Checks are in the safe for now

The meeting was adjourned at 7:25PM.

The next meeting is Monday, March 4 at 6:30PM – location Library Schoolhouse. Will also have zoom available.