

Friends of the Ringwood Public Library Meeting of April 12, 2018

In attendance: Eileen Manley, Carole Baligh, Amy Boyle Geisel, Karen Marcus, Marge Gavan, Claire Axelrod, Jessica Einreinhof, Heather Caldwell

Meeting was called to order at 7:32 pm by President Jessica Einreinhof.

Minutes of the meeting of March 12, 2018: Jessica Einreinhof moved and Karen Marcus seconded to approve these minutes. Seven approved; one abstained.

Correspondence: Eileen Manley read a letter that came to the Library Association from the Borough explaining that our raffle license needs to be at any raffle event that the Library (and/or Friends) run. Jessica directed Eileen to give this letter to Amy Geisel and Elise Bedder.

Treasurer's Report: Carole Baligh reported that the Friends' Account currently stands at \$31,932.49. See attached.

Announcement: Please join us on April 21 (Ringwood Clean Up Day) at 9 am to clean up around the Library.

Past fund-raisers: Dine to donate brought in \$50 from Pizza One. St. Patrick's Pre-Parade earned us \$275.50. In the future, it was suggested that we have less cupcakes and more muffins and breakfast breads to sell. Also, Friends' membership forms should be available, as this event seems to have caught on and is filled with young parents whom we need to court for membership.

Scott Heck stepped in for a moment and asked if there was anything that the Borough could do for the Friends, emphasizing that the reporting between the Library and the Borough is much better. His clean-up crew is working on the Library's clean-up and maintenance list, as time and money allow, considering the town's budgetary concerns. He appreciates what the Friends are doing. We thanked him for stopping by and said that if we have any requests they would be forwarded to him through our Director.

AV Project: Eileen Manley reported that the AV project is progressing. Any contract suggestions that we had have been incorporated into the most recent contract and the contract has been signed. The anticipated start date for work is in June, and it should take only 2-3 days. The updated quote for this work is \$14,974.00. Eileen made a motion to approve an expenditure of no more than \$15,000 (which matches the motion made by the Library Board). Karen seconded and the motion passed.

Strategic Planning: Karen Marcus reported that the April meeting was cancelled and the next meeting would be May 17 at 7 pm. Almost all the materials are ready for our "retreat" and we should start compiling an invitation list. Keep in mind that a strategic plan is a great way to raise money.

Current and future events:

- Our last class in the Minecraft Program has just started, with 17 children; it brought in \$1020 and The Friends will owe the instructor, Bill Helpingstine, \$1600. Going forward this program will probably be taken over by the Ringwood Recreation Department.

- Escape the Library will be held this coming Saturday; it is not completely sold out but there is hope for a few last minute participants. Jessica has all her volunteers ready to go. Stop & Shop gave us a \$25 gift card and that will be used to buy snacks for the event.
- Berta's Dinner will be held in the fall, under the direction of Karen Marcus.
- Book Sale will be week of Oct. 7, 2018.

Leadership and membership:

- Jessica Einreinhof will be retiring from the presidency of the Friends, effective immediately. Lis Petri will take over until the election of officers in September. Heather Manley expressed the thoughts of the Friends as she thanked Jessica for her efforts as president.
- Karen Marcus started a discussion concerning the Friends' membership, which has been dwindling. She suggested that we each attend a scheduled library program and speak to the attendees about helping out the Friends. Heather suggested approaching young parents from the angle that some of the children's programs will have to be cut due to budgetary constraints, which can be compensated in some degree by Friends' fund-raisers, and these fund-raisers need more volunteers, if only for a couple of hours. It is felt that going forward we should concentrate on a few good fund-raisers, i.e. St. Patrick's Pre-Parade, Teddy Bear Sleepover, Club Sippy Cup, the Book Sale and our annual wine-tasting dinner at Berta's or some other location.

Reimbursement Forms: Heather Manley introduced two forms to 1) help the staff easily get funding for some programs from the Friends and 2) to up the amount the Friends can spend from their account without Board approval. The staff form allows for up to \$300 for small programs, which will need receipts and/or a Grant Proposal Process for a more extensive program (see attached). In regards to the amount the Friends can withdraw, it was suggested to up the current amount of \$50 to \$200. This will require a review of the Friends-Association agreement and appropriate changes. Heather made the motion to approve the new forms and/or amounts; Karen Marcus seconded; 7 approved; 1 abstained.

Matter to be brought to the Board's attention: It is a concern of the Friends, led by Jessica, that there should be more children's programs offered in the evenings and on the weekends at times when the children and their parents are more available to attend. Karen Marcus will bring this to the Board's attention.

Next Meeting will be May 10th at 7:30 pm.

Meeting was adjourned at 9 pm.

Respectfully submitted,

Eileen Manley, secretary