

**TEWKSBURY FRIENDS OF THE LIBRARY
MARCH 6, 2024 MINUTES**

Attendance: Mary Ann Taylor, Joanne Toppin, Wendy Halloran, Donna Giles, Diane Giarrusso, Nancy Cohen, Lauren Chappell, Nicole Goolishian, Doret Pool, Nicholas Campbell, Bonnie Page, Maureen Castiglione

Acceptance of February Minutes

Doret made motion to accept. Nicholas seconded it.

Treasurer's Report

Janis and Liz are absent; therefore, here will be no financial report today.

Trustee Report:

- Bonnie Page said that different policy statements have been reviewed.

Library Report

- Diane said library is closed on Easter.
- Nicole reported that Tiny Art Show went well.
 - 122 people participated.
 - 739 people voted.
 - There was a tiny art reception and 73 people attended.

Old Business

2024 Calendar Fundraiser

- 2 more calendars were sold at Winter Community Market. We did make a profit on the calendar sales in general.
- Final count should be ready for next meeting.
- Nancy Cohen and Mary Ann Taylor represented Friends at the last Winter Community Market on February 29th.

5K Fun Run/Walk – No Update

Theft of Friends' Money and Donation Box

- 2 new mounted metal donation boxes are in place
- Honor Cart donation box is mounted next to the Friends' bulletin board
- Friends' donation box is mounted on a hallway column.
- Thanks to the library staff: Joe for the boxes' installation and Nicole for the donation box signage

Love Your Library

- We didn't make our \$400 goal, but this was partly due to donation box issue.
- We should still consider doing it again next year.

Dine Out 1st Quarter

- Monday, March 25th will be Dine Out at Vic's Waffle House
- We can do dine in or take out.
- We will have a 50/50 raffle.
- We need people to volunteer to sell tickets

Book Donation Drive

- Saturday, March 16th from 9:30 am to 12:30 pm at the library

Wine Tasting Event

- Confirmed for Tuesday, April 23rd at Oakdale Liquors
- 6:00 – 8:00 pm
- \$20 at the door or \$15 if prepaid.
- We will repeat last year's website sales and have ticket sales at the April and Annual meetings.

Dine Outs

- Still looking for restaurants for remaining quarters
- June – will check with Café Sicilia
- September – will check with Kyoto or Three Amigos
- November – any ideas?

New Business

Friends' Bake Sale

- Saturday, May 18th
- 9:00 am – 1:00 pm
- This will be in conjunction with the Garden Club Plant Sale
- Need bakers and sellers
- We are not doing gift baskets this year.

Community Yard Sale

- Saturday June 8th
- 10:00 am – 2:30 pm
- We will provide 11 6 ft tables.
- \$25 per table or \$20 for Friends members
- Senior Center is doing this on May 8th and tables are \$25.
- No charge for admission
- Promote on website, Facebook, and local social media
- We can use Friends' card tables for beverage and baked goods sale, as well as cookbooks, bags, and calendars.
- Kona Ice Truck will be at the event from 12:30 – 2:30 pm. We will get a percentage of his sales.
- We need volunteers to supply baked goods and to sell items.
- Should we reach out to Tewksbury Police Department to see what kind of partnership they might offer?
 - Maybe Officer Waffles will come.
 -
- Reach out to our Community Engagement Unit at communityengagement@tewksbury-ma.gov

Corn Hole Tournament

- Kathy Walsh has given Friends information from Wamesit Lanes. They offer a Corn Hole option.
- We would pay them \$12/person and any more is our profit.
- We need a team to execute this big event.
- Early October, end of September?
- Mary Ann presented information regarding cost and expected profit for tournament.
- What is the Admin fee? 15% of total sales is a possibility.

- \$25/person was suggested. If a family wants to participate, that's a lot.
- Nicholas suggested a sub-committee to research costs.
- Wendy suggested we market to 20s/30s group as well as others.
- Donna has a lot of concerns. We will research and address.

2-Year Report

- What to include in 2-year report
 - Highlight volunteer events
 - Friends logo
 - Mission statement
 - Programs we fund at library, broken into types and ages
 - Success of in-person and zoom events – hybrid
 - Breakdown of 100 People Who care funding's use
 - Highlight work volunteers have done
 - Most Valued Volunteer Awards
 - Huge growth in business partnerships
 - Testimonials of events
 - Review of year
- Photos for 2-year report
- In the future, we probably want to do it annually.
- Send out a questionnaire about reactions after events
- Robert sends out a questionnaire after events and probably has comments and testimonials already.
- Nicole has pictures of Love the Library hearts
- Include a page for Honor Cart and its revenue
- Include donations, including out of state donations
- Perhaps include pictures from calendar

Friends' Revised Donation Thank You Letter

- Revised formal letter includes
 - Donor Name
 - Amount Donated
 - Friends' non-profit number
- Online payments still will receive email thank you unless amount is over \$50
- Donations online over \$50 will receive a thank you letter.
- If a single donation exceeds \$250, the following text will be included:
 - *No goods or services were provided in exchange for this contribution.*

QR Code

- Janis and Mary Ann are checking how this can be done through Friends' PayPal account.
- Since PayPal owns Venmo, we should be able to offer Venmo as well.

Annual Meeting

- Mary Ann announced that the Annual Meeting will be held April 20.
- 10:00 – 11:30 am
- All positions are due for re-election.
- Please email Friends if you are interested in becoming a Board member.

Next Friends Meeting

- The April meeting will be held in person sat the library @ 7:00 pm

Adjournment

Donna motioned to adjourn. Doret seconded.
Meeting adjourned at 8:00 pm