



Minutes

July 26, 2023

Call to Order: 6:08 p.m.

Location: Silvia Trust Room, Middleborough Public Library

Attendance:

Board Present: Barbara Chadwick, Colleen Evers, Diane Fay, Paula Fay, Karen Freitas, Tony Freitas, Randy Gagne

Not in Attendance: Samantha O'Connor, Dave Pincus, Jessica Pincus

Recording of Electronic Motions Since May Meeting: A single motion was made to approve "for the record" these motions that were approved via electronic vote since the May meeting:

1. Minutes from May 23, 2023
2. Purchase of Popcorn Machine
3. Purchase of Quick Book Cloud-Base Software
4. Meeting with executors of Attorney William Decas' estate
5. Purchase of Donor Perfect Cloud-Base Software

Motion by Tony with second from Paula. Motion passed unanimously.

Communications: The following communications were received:

1. Letter from Law Office of Decas, Murray, and Decas indicating that the Friends of the Middleborough Public Library have been identified as the recipient of the Peter H. Peirce Homestead.
2. Note from attendees at collaborative "Find Your Voice" Workshop between Burt Wood School & Teen Librarian thanking the Friends for its support of programs.
3. Emails from Children Librarian expressing thanks to the Friends` for funding of the Annual Teddy Bear Picnic event and its presence and support at the Town Lawn Events held this summer.

Treasurer's Update:

1. A review of financial transactions from April through July 24th took place. It was determined that the Friends remain solvent.
2. The Friends need to order additional checks for the general account. A motion was made to update the requirements relative to obtaining a second signature for checks based upon the associated value. The motion requires that checks at or above \$600 will require two signatures.

Motion by Diane with second from Barbara. Motion passed unanimously.

3. Discussion took place pertaining to the acquisition of Quick Books. Tony, Randy, Karen, and Paula had a

preliminary meeting to establish access and have determined that assistance with the establishment of a chart of accounts is needed. Motion made to cover costs not to exceed \$500 to utilize consulting services of an accountant to establish chart of accounts.

Motion by Paula with second from Diane. Motion passed unanimously.

4. Discussion pertaining to the current scope of insurance coverage. Tony will determine if the Board is bonded under current policy.

Grants/Funding Updates:

New England State Touring (NEST) Grant:

1. Workshop and presentation will be held on August 8th. A cross-generational event with the COA has been organized by Amanda.
2. Motion was made to cover the cost of dinner (pizza/drink) for attendees of the workshop. Motion by Tony with second from Diane. Motion passed unanimously.

Mass Cultural Council Grant: Two Festivals & Projects were submitted for FY'2024. Award of these grants are projected to happen in September.

1. The Friends request \$2,500 to cover costs associated with Concerts held October 2023 through March 2024 and with Toe Jam Puppet Band concerts.
2. The library submitted a request for \$2,500 to cover the cost associated with digitization of newspapers from the 1800-1900.

Local Cultural Council Grant:

1. The Friends will submit a grant to cover costs associated with the following culinary events: Fall in Love with Middleborough Food Exploration, Victorian Luncheon, and Wine Tasting event, Applications for local cultural funding will be released in the September/October period.
2. The Friends discussed the need for grant submittal from individual artists that are associated with the library have a letter of support from library staff. This will eliminate the Cultural Council providing funds to artists who have not been reviewed for relevance and been supported by staff. A motion was made to inform the Cultural Council that any proposal submitted without a letter of support from library staff should not be awarded funds. The Friends will not provide additional funding and/or process funds from the local cultural council to programs that were not supported by the library staff.

Motion by Diane with second from Barbara. Motion passed unanimously.

NEFA 21st Idea Swap: identified that Diane and Paula plan to register for this event to explore grant opportunity to support fundraising events for the Friends. They will cover all associated costs for the event.

Branding: Logos provided by Anthony were reviewed. Concerns about inconsistency with bolding of some writing. Paula & Randy will reach out to Anthony and address needed changes and the color palette/font alignment with Middleborough Public Library branding. Will also obtaining costs for additional work such as email and letter head banners and will bring information back for a vote on projected expenditure.

Web Site – Preliminary Discussion:

1. Discussed the development of a web site for the Friend and the exploration of local resources to assist with the process.
2. Motion to have Paula reach out to a local marketing/web site.

Motion by Tony with second from Diane. Motion passed unanimously.

Events/Activities Update & Discussion:

Support for Town Lawn Events: Members of the Friends provided both event support/staffing and sold items for fundraising purposes. The Friends in kind hours for these events exceeded 50 hours.

Teddy Bear Picnic:

1. Discussion regarding the event took place. This year's expenses exceeded the original budget but due to a smaller number of attendees because of the weather there was extra juice and snacks which were sold at summer events which has offset a portion of the overage.
2. Motion was made to inform Amanda that the Friends will allocate funds for a Teddy Bear Picnic celebration if she desires to incorporate it as an event that she would offer.

Motion by Diane with second from Barbara. Motion passed unanimously.

Commemorative Brick Program: Bricks have been picked up. Colleen will contact the mason regarding availability and will coordinate installation with Paula.

Sunday Concerts 2023/2024 Season: Performers have been selected and scheduled for October 2023 through March 2024 concerts. Total expenses for performers will be covered by FY 2024 Festivals & Program Grant assuming that the award is received.

September Tea: The event was advertised in early July and approximately 50% of slots have been reserved. Another round of Facebook advertising will take place next week.

“Fall in Love with Middleborough”, A Local Food Experience: Current marketing materials were shared. Ticket price has been adjusted to \$15/person. Roll out of ticket sales will take place at the end of next week in hopes that Tony will do outreach to Bill Fisher for Harry's and Dave's Dinner and Jessica will do outreach to Apazidis with hope that additional participants will be added to the vendor list.

Murder Mystery/Dinner Theater: Expense and offset information was shared.

1. More detailed information associated with the meal needs to be explored with Jessica and Dave. It was announced that North Easton Bank has stepped up to be a sponsor.
2. Outreach to Ocean Spray has taken place and we are currently awaiting a response.
3. A play bill/program booklet will be created. It was determined that the ticket price will be set at \$75 per person. The focus of the event will be to build the Friends' visibility in the community.

Parking Lot Discussion: The following items were discussed.

1. Additional outreach was made to both Pavestone and Turner Brothers regarding acquiring cement curb protectors at a reduced rate with no response. It was determined that Tony would discuss issues with Barry to determine alternate sources and/or needs.
2. Discussion regarding obtaining mulch for the parking lot took place. It was determined that Tony would discuss needs with John Gisetto to determine specific needs and associated costs.
3. Discussion pertaining to the use of the parking lot by non-library patrons and impact on events was discussed. Options for cones and barriers were discussed and will be brought to the September meeting.
4. Going forward there is a need to establish a maintenance and upgrade plan for the parking lot. Expectations are that resurfacing and repainting the lines in the lot will potentially impact the available funds that can be allocated on an annual basis to the library.
5. Issues with the pass/repass restrictions associated with the parking lot were discussed. A motion was made to have Adam Bond notify property owner of legal use of the area. The cost of the communication would be \$300.

Motion by Barbara with second from Diane. Motion passed unanimously.

Downtown Improvement Committee/Downtown Property Owners Update: Limited activities recently. Potential transition taking place. There might be events that the Friends could be involved with in the Spring.

Library Update: Randy discussed concerns with Sails soliciting funds via Hannaford Community Giving program. Randy will discuss with Trustees and determine how to redirect the outreach strategy to have funds benefit local community.

Peter H. Peirce Homestead: The following items were discussed:

1. It was determined that the Friends would accept the gift from Attorney Decas.
2. There was a consensus that the Friends will maintain the homestead and use it to support its mission. Colleen expressed her disagreement about this decision.
3. The focus for the property would include using the homestead to support library programs/events, to host fundraising by the Friends, and to serve as a rental venue.
4. The Friends will look at staffing requirements associated with property management.
5. Safety and occupancy issues will be discussed with the Fire Department and Health Department.
6. Requirements for non-profit tax-exempt status of homestead will be explored.
7. The drafting of a preliminary business plan will begin.
8. The Friends will begin exploring the handling of relations with local financial institutions and the use of interest-bearing accounts. This could result in the distribution of funds to multiple banks.
9. The initial priorities for the homestead will be improving rental income and addressing hardscape/landscape issues.
10. Costs associated with renovating the studio unit will be obtained.
11. Strategy for handling rent increases associated with existing tenants will be developed.
12. Hardscape and landscape needs will be identified and a request for available funds associated with the Community Preservation Act will be submitted. Local in-kind resources will be explored to assist with this task. Initial Step 1 must be submitted by September 1.
13. The branding and marketing of the homestead to the community will assist with on-going support. A funding request to support the development of materials highlighting the homestead will be submitted

to the local cultural council. Focus will be on developing materials associated with the owners of the homestead over the years.

14. Immediate Action Item: Tony indicated that Middleborough Gas & Electric (Dave Shaw & Dave Bennett) reached out to him regarding replacement of gas meter. Paula will review situation with Sheila to clarify confusion pertaining to property ownership.

Unanticipated: The following items were discussed:

1. Recent Pool Pass expenditures (2 passes) and impact of accessibility to the pool due to pool not being available were discussed. Friends will review in August and determine if adjustment should be requested. Option includes free pass/passes for next year.
2. Request for Friends to fund slides for Park Department due to issue with pool was discussed. The concept was not supported by the Board.
3. Concerns related to the distorted version of the Friends' request to the Peirce Trust being disseminated by the Parks Department were discussed. The proposal to the trust involved a collaborative approach between the library, the COA, and Parks to offer large screen movies in various locations. Randy and Paula will discuss the issue with the Town Manager as there is a potential that this situation could have a negative impact on the Friends.
4. The Friends will be relocating its supplies to a new storage area on the ground floor. The consensus was that the Friends should explore obtaining a refrigerator to store supplies. A motion for procurement will be presented at a future meeting.

Next Meeting: The next meeting will be on Wednesday, August 23, 2023,

Meeting was Adjourned: 8:50.

Submitted by: Diane Fay