



Friends of Beacon Falls Library
Meeting Minutes – April 3, 2014

- I. Call to Order/Pledge of Allegiance: President Paula Pelletier called the meeting to order at 6:34 PM. Present were:
Library Director Sue Dowdell Isabelle Culotta Rhonda Bielik
Ken Priestley Wanda Mulinski Martha Melville
- II. Review of Agenda –Motion made to accept the agenda: Culotta/Mulinski; all approved.
- III. Motion made to accept March 4, 2014 FOL meeting minutes: Mulinski/Culotta; all approved. *R. Bielik abstained as she was not at the March 4, 2014 meeting.*

Correspondence:

- Scrabble thank yous completed
- BOS approval to use THAR for June 6-7 book sale
- P. Pelletier sent a request to BOS to use the THAR on June 5 for set up
- Friends of Watertown Library notice of their book sale Tue & Th 10-8 April 1-30
- Thank you card from Carine Greene for get well card
- Friends of Shelton Library notice about program with author Steve Berry in May

IV. Treasurer's Report – Isabelle Culotta

March Expenses: \$2,432.57

- \$ 78.97 to AmEx for Facebook advertising & stool for children's room
- \$ 25.00 to Lioness Club for Duck Race space
- \$600.00 Nationwide for insurance liability policy
- \$ 41.92 to S. Dowdell for Scrabble trophies
- \$ 99.43 to Isabelle for Scrabble supplies
- \$175.00 for Discovery Museum pass renewal
- \$655.74 for new storage cabinet in hallway
- \$215.00 Scrabble seed money
- \$ 82.95 bakery for Scrabble cookies
- \$127.35 to I. Culotta for Scrabble food
- \$100.00 to S. Dowdell for Scrabble New Harvest GCs for first place winners
- \$231.21 to AmEx Hang mate ceiling system and more Facebook advertising

March Income: \$3,063.06

- \$ 875.00 Scrabble Donations
- \$ 7.00 Wish Bowl
- \$ 16.00 Book Cart
- \$2,036.00 Scrabble Teams
- \$ 0.27 Interest
- \$ 22.00 FOL Shirts
- \$ 2.50 for Beacon Falls magnets
- \$ 70.00 decorate-a-duck registrations
- \$ 22.29 reimbursement for Facebook advertising
- \$ 12.00 anonymous employee donation from AT&T



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FOL checkbook balance as of 3/31/14 was \$6,531.98

Received \$350 renewal notice for Mystic Seaport, it only circulated twice last year.

Discussion: consensus was not to renew the pass to Mystic Seaport.

ACTION: S. Dowdell will check the circulation of passes in past year and report.

I. Culotta reported that the library sign will be installed this month.

Suggestion to send in press release with picture of sign to the papers in May and advertise the June book sale.

Motion made to accept the March 2014 Treasurer's Report: Mulinski/Priestley; all approved.

S. Dowdell advised that the Friends can earn money from using Smile.amazon.com

- V. Liaison to the Library Board – Ken Priestley – available for questions
- Library Board March minutes were sent out to FOL membership
 - LRP subcommittee meeting met worked on Edge imitative/technology survey
 - Officer elections next week: Ken Priestley to stay on as Chairman and Sharon Davis will be Secretary/Treasurer; she can delegate the duties of secretary
 - Discussed policy on food & drink in library; S. Dowdell said there was no problem at this time and it was addressed in the Library Board adopted Code of Conduct policy
 - May get a coin counting machine
- VI. Liaison to Selectmen's Meeting – Sue Dowdell
- BOS & BOF working on budget
 - \$500 reduction in library computer line item
 - Decrease in library copier and phone budget line items
- VII. Sunshine Committee Report – Wanda Mulinski
will send Sympathy card to Marsha & Ted Durley
sent get well card to Pat Caldwell
will send thinking of you card to Marion Bradley
- VIII. Reports
- A. President: Paula Pelletier
Reminder: April 9 bridal dinner at New Harvest
Will send letter to the editor of Citizen's News to thank everyone for the community support for the Scrabble Challenge
May 6 & 7 CCF Give Local fundraising event
- B. Vice-President's Report– Rhonda Bielik –



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Had fun playing in the Scrabble tournament
Enjoyed the Entwined music program

C. Library Director's Report: Sue Dowdell

- Thank you for help and donations for Scrabble
- Kudos to W. Mulinski for taking care of the sponsor letters and thank yous
- Kudos to I. Culotta for getting the food and paper goods
- Thank you to the Friends for purchasing the storage cabinet in hallway
- Susan Levine will recover cushion for bench in hallway
- Contacted Laurel Ledge staff (principal and reading consultant) to promote 4 & 5 grade students for Nutmeg book awards and voting
- Staff issues this week: short staffed due to illnesses; created a list for substitute part-time library assistants to include: M. Melville, M. Gill, J. Kozodoy and J. Francis (from Bibliomation lives in town) to fill in when C. Greene is out or unavailable
- Dinner for S. Garcia on April 9 5:30 New Harvest; bar menu also available
- Library web site to be updated, to be paid from computer line item
- Working on Matthies grant report due May 1st

IX. Old Business

A. Reference Section – Sue Dowdell –

Magill medical guide needs to be integrated online and the old version deleted

B. Ink-Jet Cartridge Fundraising – Martha Melville

1. Current status – \$72.30 Funding Factory balance unchanged
2. Purchases with Staples rewards: purchased fax machine and spare toner

C. Library Wish List – Only take suggestions vetted through Library Director

1. Outside event sign – tabled – still under consideration
2. Puzzle stand to store puzzles for easy access – still researching
3. Hang-mate – ordered and delivered

D. Facebook Page

1. Policy – emailed Sue, Shari & Wanda for review - tabled

E. Scrabble Challenge – 3/27/14 Report – Isabelle Culotta

Scrabble overall:

Donations: \$1,400.00
Teams: 1,220.00



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Auction: 480.00
Cheaters: 441.00
Subtotal: 3,541.00
Less
Expenses: 922.27

Net Profit: \$2,618.73

Motion to transfer \$2,600 from checking account into the Scrabble savings account for the building fund: Priestley/Mulinski;

Discussion about if some Scrabble money should go into the CCF account to make higher dividends. Consensus was to wait.

K. Priestley retracted his motion to transfer money into the Scrabble savings account.

ACTION: I. Culotta will check w/CCF on options of adding more to account and report back in May

Scrabble Night Income:
\$360.00 teams
\$25.00 Donation
\$215.00 seed money
\$480.00 tea cup auction tickets
\$441.00 cheaters
\$10.00 FOL Shirt
\$2.50 Beacon Falls magnets

F. Pampered Chef fundraiser report – Martha Melville
32 orders, over \$1,800 in sales, 30% donation = \$547.73

G. Better World Books – status
S. Dowdell sent out 6 boxes weeded from the library. FOL will get 15% of sales Made through Amazon.

H. Library passport program – giveaways – Sue Dowdell
Has meeting in May, may use bookmarks donated by Eve White for giveaways

ACTION: M. Melville will send Eve White thank you letter for handmade bookmarks and explain that these will be used as giveaways for the September passport program.



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X. New Business

A. Refreshments for April programs:

Home based business workshop on Thursday April 24

Medicare program by Matt Fortney on Tuesday April 29

B. Duck Race/RiverFest: Sat. May 3 – bubbles - volunteers

- Sent in application
- Decorate-a-Duck contest finale
- Can't offer face painting
- **ACTION**: I. Culotta will check with Sue Mis to ask if the Friends can do henna tattoos, R. Bielik will purchase if FOL can offer them
- S. Dowdell will donate 135 bubble bottles. R. Bielik commented that bubbles are going to be big
- **ACTION**: M. Melville will put labels on them advertising the Friends' book sale

C. Sorting leftover books for Book Sale June 6 & 7

Get rid of paperbacks, put in recycling

S. Dowdell took all saleable paperbacks for the swap rack in library hallway

A nice Calvin & Hobbs book collection was donated, will be specially priced at book sale.

P. Pelletier suggested doing the book sorting on a Thursday night before trash pick up on Friday.

R. Bielik suggested sorting books during the week of April 14-18, depending on the weather.

D. Book Sale June 6 & 7

Set up Thursday night June 5, time TBD.

Boy Scouts will help move books from Wolfe Avenue garage to the town hall.

We will have bake sale too.

XI. Announcements & Adjournment - next meeting May 6, 2014 at 6:30 PM

Reminder: Wednesday April 9 bridal dinner for Shari Garcia at New Harvest at 5:30 p.m.

Motion to adjourn the meeting at 8:02: Bielik/Priestley; all approved.

Respectfully submitted,

Martha Melville
Friends of Beacon Falls Library, Secretary