

Town of Southborough  
**Regular Meeting of the Fundraising Subcommittee of the Library Board of Trustees**  
Tuesday May 24, 2016 6:00 PM  
Southborough Public Library, Eaton Room  
25 Main Street, Southborough, Massachusetts

The meeting was called to order at 6:00pm.

**ATTENDANCE:** Trustees – Margarite Landry and Dolores Fallon were present. Also present: Director Ryan Donovan.

**AGENDA**

**ADMINISTRATIVE**

*Subcommittee meeting schedule*

**Action-Trustee Fallon:** Schedule a meeting room for August 9, 2016.

**REPORTS/DISCUSSIONS**

*Financial report – Trustee Landry*

**Action-Trustee Landry:** For June meeting, provide update on quarterly balance as of March 31, 2016.

**OLD BUSINESS**

**Follow-up on previous action items**

**Library website**

**Action-Director Donovan:** Ensure a page for the Fundraising Subcommittee is created on the Library website. – DONE

**Action-Trustee Fallon:** Post meeting minutes to this new page. – DONE

**Grants**

Director Donovan & Trustee Fallon met to discuss sources for grants.

**Action-Trustee Fallon:** Document upcoming grant options.

**Library promotion**

*Town Meeting presentation*

**Action-Director Donovan:** Research if Southborough Access Media can help with re-use of audio with the slides from the library's presentation at Town Meeting.

*Fundraising letter*

Signatories on the fundraising letter should be all the Library Trustees.

**Action-Trustee Landry:** Research the number of businesses & residents (i.e., mail recipients) in the town, and how often the lists of businesses & residents are updated.

**Action-Trustee Landry:** Request information from Jane Smith regarding the materials used (e.g., letter, envelope, etc.) for the previous fundraising letter.

**Action-Trustee Fallon:** Once research is complete, request a quote from a print/mail/fulfillment company.

*Council on Aging newsletter*

Next newsletter: September/October.

**Action-Trustee Landry:** Request information from the Senior Center regarding the Council on Aging newsletter – when does content need to be received by the Senior Center and when does the newsletter arrive in resident mailboxes?

**NEW BUSINESS**

**Any other business which may properly come before the subcommittee**

The Rotary Club is looking for booth sponsors for a Family Fun Day on Sunday, June 19 (Father's Day) from 4pm-8pm on St. Mark's Front Fields.

**Action-Director Donovan:** Request more information from Rotary Club contact regarding what's included in the booth space [booth (height/width/depth); covering/draping; table (height/width/depth) & chairs].

**Trustee Landry volunteered to represent the library at the booth.**

**Discussion on potential items for the booth:**

- popcorn machine rental
- Southborough Library banner
- July calendar of events at the library
- coupon (i.e., this coupon entitles you to one free library card; redeemable anytime at the Southborough Library)
- options for booth visitors: donate to the Southborough Library Fund (need brochures); subscribe to enewsletter (need paper/pens to request email addresses); get your library card.

The Meeting was adjourned at 7:24pm.

Respectfully submitted,

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Dolores Fallon  
Library Board of Trustees