

Town of Southborough
Regular Meeting of the Fundraising Subcommittee of the Library Board of Trustees
Tuesday April 26, 2016 6:00 PM
Southborough Public Library, Eaton Room
25 Main Street, Southborough, Massachusetts

The meeting was called to order at 6:04pm.

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

AGENDA

ADMINISTRATIVE

This is the first meeting of the Fundraising Subcommittee of the Library Board of Trustees.

Organization of the subcommittee

APPROVED: Trustee Landry and Trustee Fallon will serve as co-chairs of the Fundraising Subcommittee.

Subcommittee meeting schedule

APPROVED: The Fundraising Subcommittee will meet at the Southborough Library each month.

Action-Trustee Fallon: Schedule the meeting room for the monthly meetings.

Library website

Southborough Library website needs a page for the Fundraising Subcommittee meeting minutes.

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

REPORTS/DISCUSSIONS

Financial report – Trustee Landry

Trustee Landry provided a brief overview of the history of the Southborough Library Fund

Balance as of December 31, 2015: \$60,375.41

Potential fundraising projects

Additional programs

- Currently, through municipal funds and the Friends of the Library, the Library has \$500/quarter to spend on programs. While additional funds could be raised for more programs at the Library, there is not enough staff or meeting space to accommodate more programs.

Sunday hours

- Staff would be paid at time and a half. Part-time staff would be interested in working additional hours, but may not have the appropriate experience.

Grants

- Director Donovan would appreciate assistance in researching grants.

Action-Trustee Fallon: Follow up with Director Donovan regarding specific needs in researching grants.

Library promotion

Promoting the library's existing services was determined to be the first priority, for example:

- informational insert in the town's quarterly water bill
- bookmarks
- re-use of Library's presentation at Town Meeting

Action-Director Donovan: Research the specifications for an informational insert in the quarterly water bill

Action-Trustee Fallon: Follow up with Director Donovan regarding the options for re-use of the video OR re-use of the audio as narration for the slides.

Local businesses & groups

- Request discounts (e.g., pizza) from local businesses that can only be picked up at the Library.
- Examples of groups for information sharing: Senior Center; KinderCare; Welcoming Committee; Southborough Gardeners; Open Land Foundation.

Action-Trustee Landry: Pick up a list of local businesses from the Town House.

Action-Trustee Fallon: Follow up with Director Donovan regarding options for these various groups (e.g., newsletters).

Action-Director Donovan: Create a list of needs and any related concerns.

OLD BUSINESS

Follow-up on previous action items

Not applicable.

NEW BUSINESS

Any other business which may properly come before the subcommittee

Not applicable.

The Meeting was adjourned at 7:22pm.

Respectfully submitted,

Dolores Fallon
Library Board of Trustees