



Minutes

September 27, 2023

Call to Order: 6:03 p.m.

Location: Silvia Trust Room, Middleborough Public Library

Attendance:

Present: Barbara Chadwick, Diane Fay, Paula Fay, Karen Freitas, Tony Freitas, Samantha O'Connor, Dave Pincus, Jessica Pincus, Randy Gagne

Not in Attendance: Colleen Evers

Approval of Minutes from August Meeting: Motion by Jessica with second from Dave. Motion passed unanimously.

Communications:

Treasurer's Update: It was determined that the Friends remain solvent.

Financial Sustainability Discussion:

Goal: To keep the Friends of the Middleborough Public Library solvent and relevant while allowing the board and membership to fulfil its mission.

Focus: Implement an enhanced stewardship plan ensuring careful and responsible management of funds and assets.

Discussion/Vote on Partnership with North Easton Savings Bank

- **Checking & Mutual Market Options:**

Motion: Transfer to transfer \$10,000.00 to North Easton with treasurer, president, and vice-president being authorized to sign checks. Motion by Barbara with second by Tony. Motion passed unanimously.

- **Mutual Share Fundraising Opportunity:** The Friends will develop marketing strategy for soliciting participation.

- **Construction Line of Credit Decision:** Friends will move forward with establishing financing strategy with North Easton.

Focus: Create a comprehensive and professional fundraising strategic plan to include assessment of current revenue model and identification of new "best practice" opportunities.

Discussion on Upcoming Grant Opportunities

Local Cultural Council	9/1/2023	10/17/2023	Food Glorious Food: EJCOG Card to Culture Tie In History Comes to Historic Downtown Middleborough – Collaboration w/ Economic Development & Historic Commission
Local Cultural Council	9/1/2023	10/17/2023	Peter H. Peirce Homestead - Historical Video Series: Phase 1 (3 Videos, the Homestead, the Residents, & the Library)
Local Cultural Council	9/1/2023	10/17/2023	Fundraising Option
NEST	9/15/2023	12/1/2023	
Capital Facility Funds - 20 Year System Plan	10/15/2023	12/14/2023	Utility & Building Maintenance & Replacement Plan
Cultural Facility Funds - Capital Grant	10/15/2023	12/14/2023	Interior First Floor, Carriage House, Pavillion, Bathrooms
NEST	1/15/2024	3/1/2024	Family Event
Festivals & Project Operating Grants for Organizations	3/28/2024	5/23/2024	Concert Series
	Mar-24	Jun-24	Unrestricted General Operation Grant

General Consensus: It was determined that the Friends will explore all of the currently available grants.

Infrastructure and Process

Goal: To implement the Friends of the Middleborough Public Library’s vision, improve the delivery of its mission, and ensure a sustainable organization.

Focus: Evaluate parking lot to identify short-term and long-term maintenance and future needs.

- **Parking Sign:** Preliminary discussion of single sign on a post at entry. Sample to be provided at our next meeting.
- **Brick Installation – Compensation:** Need to determine if/how compensation for work performed will be handled. Randy to discuss with Jim Leroy
- **Sidewalk Weed Removal:** Randy to have this done in conjunction with same work at the library.

Focus: Evaluate homestead to identify short-term and long-term maintenance requirements and create associated plans including a financial plan to address known and future needs.

- **Apartment Upgrades:** Walk-throughs held with local agents. All units are priced below market value. Upgrades will result in a shift from financial loss to an acceptable profit. Estimates for needed work need to be obtained.
- **Insurance Coverage:** Current information provided by Sheila. Tony needs to have our current agent review.
- **Content Inventory & Curtain Replacement:** Appointment will be made with Sheila to begin the process. Discussion with Paulette from Custom Decorator will take place.
- **Main Floor Repair Plan:** List of all known repairs will be made.
- **Branding of Peter H. Peirce Homestead:** No response from Anthony. Follow up is needed.

Focus: Develop and implement a detailed plan to deploy and assess each fundraising program/activity.

- **Fall In Love with Middleborough:** Decorations/balloons will take place Thursday (Samantha, Colleen, Jessica, Diane & Paula) at 5 and Friday at 2. Barbara, Colleen, Diane & Paula to staff Friends' table and raffle on Friday night.
- **Murder At Middleborough Abbey;** Police detail needs to be scheduled. Playbill is in process. Tony will explore flower options with Reynolds.
- **Winter Wine Tasting Event:** Need to determine license requirements with Town. Tony will confirm format with vendors. Event would be limited to manage consumption.

Mission Clarity

GOAL: To identify and articulate a clear, consistent, and defining message around who the Friends of the Middleborough Public Library are and what the Friends do to make a difference in the community.

Focus: Assess fundraising programs to ensure alignment with mission, vision, purpose, and core values.

- **Donor Perfect:** Package has been purchased but limited review due to current schedule. Randy and Paula will meet to review features.

Library Update: Response to influx of migrants discussed.

Unanticipated: Motion made by Dave with second by Barbara to allocate \$1,000.00 beyond budgeted amount to address programs for migrant population. Motion passed unanimously. Randy and Tony will establish a process to track these expenses.

Next Meeting: October 25, 2023

Adjournment: 8:00 pm

Submitted by: Diane Fay
Secretary