



Minutes

August 16, 2023

Call to Order: 6:03 p.m.

Location: Silvia Trust Room, Middleborough Public Library

Attendance:

Present: Barbara Chadwick, Colleen Evers, Diane Fay, Paula Fay, Karen Freitas, Tony Freitas, Jessica Pincus
Not in Attendance: Randy Gagne, Samantha O'Connor, Dave Pincus

Approval of Minutes from July Meeting: Motion by Paula with second from Tony. Motion passed unanimously.

Communications: The Friends received an acknowledgement from the Middleborough Cultural Council regarding the Friend's requirement that funding requests from outside entities who are expecting additional funding from the Friends have written approval by library staff for the program.

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

Grants/Funding Updates:

New England State Touring (NEST) Grant: The various components of the grant (literature purchase, ASL accessibility, cross-generational collaboration, workshop, and performance) have been completed. Additional reporting requirements including outreach to legislative representatives (State Senator and Three State Representatives) and summary of grant information are in process with due date of October 10th. The total costs for the event included: Workshop/Performance \$1,900, ASL Interpreter \$200, and Food (Pizza/Cookies) \$172. In Kind Donations included: Grant Management, Event Support, Craft/Mask Coordination and Associated Materials. The funds coming from NEFA/NEST will be \$1,600. This event represents additional funding of \$672 beyond the FY'2024 annual allotment of \$16,000 that has been allocated to date for programs and events that library staff are able to offer to the community.

Mass Cultural Council Grant: A Festivals & Projects grant application was submitted for FY'2024. The award of this grant is projected to happen in September.

Local Sponsorship for Murder Mystery/Dinner Theater in November: The Ocean Spray Community Giving Foundation has awarded the Friends \$2,000. Grant Rental has provided a \$500 sponsorship.

Local Cultural Council Grant:

The Friends will submit a grant to cover costs associated with the non-food components of following culinary events: Fall in Love with Middleborough Food Exploration, Victorian Luncheon, and Wine Tasting event, A review of planned programs by the library staff indicates that there are

several which incorporate a food component and are utilizing funds supplied by the Friends to host the entire event. The Friends are asking the Library Director to determine the viability of incorporating the non-food portion of the events into their submittal as this will allow for better use of the \$16,000 currently budgeted to the Library by the Friends for FY'2024.

Friends will submit a grant to cover costs associated with developing videos highlighting the history of the Homestead and its residents.

Marketing Update:

Branding: Outreach was made to Anthony but discussion regarding refinements has not taken place.

Donor Perfect: Delivery of package has been delayed due to incorrect information pertaining to the annual budget.

Web Site: Outreach to potential pro-bona developer was not successful. TechSoup offers a website development package. A prototype of the package was shown. A Motion to purchase Wix Software was made by Tony with a second from Barbara. Motion passed unanimously.

Branding of the Peter H. Peirce Homestead: Motion was made by Jessica with second from Tony to allocate \$200 for design focused on the front door to brand the Peter H. Peirce Homestead. Motion passed unanimously.

Events/Activities Update & Discussion:

Commemorative Brick Program: An additional order of bricks was placed. They will be picked up in the next few days. Colleen will contact the mason regarding installation.

September Tea: Registration is lower than usual. Additional marketing will take place. Tony will be able to assist with the table set up on Saturday. On Sunday, Karen, Tony, and Colleen will be available. Barbara will check her calendar.

“Fall in Love with Middleborough”, A Local Food Experience: There is a need to purchase additional linens and fall decorations for this event.

Murder Mystery/Dinner Theater: Discussion took place regarding:

Menu will be: Garden Salad/Herb Roasted Potatoes/Prosciutto Stuffed Chicken with Savory Sauce/
Seasonal Vegetable/Cheesecake with Drizzle Choice: Strawberry, Chocolate, or Caramel
Vegetarian Option: Tuscan Penne/(*Spinach, Artichokes, Sun Dried Tomatoes and Lemon Caper Sauce*)

Police detail will need to be scheduled for the night of the event.

The play bill will provide discounted ads for previous supporters. “Fall in Love” vendors will be given a free full-page ad and \$20 requirement will be removed. Other participants will be given free half page and full-page option for \$25.

Tony will contact Reynolds looking for support with flowers for tables. Looking for assistance with mix of flowers and fillers for current vases. The Friends will cover cost of materials and do set up if only design is provided.

Victorian Holiday Event: Marketing has yet to begin.

Parks Department: Information pertaining to the availability of the pool and the actual usage of the passes by the public should be reviewed to determine if the expenditure is effective use of the funds going forward. In addition, if Friends funds are used to purchase these passes, future marketing should be corrected.

Relocation of Friends Materials: Materials have been relocated to the storage area in the lower level of the library. Motion was made by Jessica with second by Tony to procure refrigerator and portable flat bed truck for an amount not to exceed \$1,000. Motion passed unanimously.

Parking Lot Discussion:

Based upon input from Barry who plows the parking lot, it was determined that curb protectors would not be beneficial. A motion was made by Diane with second from Tony to not pursue this item any further. Motion passed unanimously.

A motion was made to move landscape/hardscape issues including mulching and additional fencing to the FY 2024 short-term and long-term plan for the parking lot. Motion by Paula with second from Tony. Motion passed unanimously.

A motion to purchase four cones and two barrier bands was made by Barbara with a second from Jess. Motion passed unanimously.

Adam Bond was paid for his services, Signage requirements to restrict use of parking lot discussed with Joe Perkins. Shape and lettering of sign to be reviewed with Town and procured from Bristol Plymouth.

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

The Friends will look at staffing requirements associated with property management. It appears that Decas, Murray, Decas will remain in the building through December 2024

Safety and occupancy issues have been discussed with the Fire Department and Health Department.
Health – No Issue

Fire: At Transfer: Smoke & Carbon Test – Low voltage alarm test by 24-watch
Yearly Inspection by 24 Watch
Insurance Requirement: Inspection by Licensed Oil Burner Company
Window Ladder – Review with Building Department

Costs associated with renovating the studio unit obtained. Quote was \$6,000 in 2018.

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. Advisory Group will begin meeting.

The branding and marketing of the homestead to the community will assist with on-going support. As noted, 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.

Communication from Historic New England was discussed. A motion was made to not implement a historic restriction on the Homestead at this time. Motion by Barbara second by Tony. Motion passed unanimously.

An additional Local Cultural Council Grant application will be submitted for an event to take place in late summer of 2024. For a community celebration to highlight Historical Downtown Middleborough. It will include Historical Games & Crafts. Friends will look at collaboration with Library, Historic Museum, Robbins Museum, and Historic Commission (Walls/Oral History – potentially families with connection to the Homestead).

Rogers Williams Community Partnership Program discussed and will be explored in order to prepare for grant submittals.

House Tour will be scheduled for Board members.

Strategic Plan and Action Items for FY'2024: Reviewed and will be used as basis for upcoming activities with revisions as needed.

Library Update: Randy provided list of programs (Children and Adults) that will be using funds from the \$16,000 allocation from the Friends for FY 2024.

Unanticipated: None

Next Meeting: The next meeting will be on Wednesday, September 27, 2023,

Meeting was Adjourned: 7:56.

Submitted by: Diane Fay