

**Yarmouth Library Board
Meeting Minutes
March 21, 2019**

Present: George Bovino, Anastatia Ellis, Kathryn Basile, Pam Barton, and Jane Cain

The meeting was called to order at 5:33

1. Minutes of the 2/14/19 Meeting

Kathryn moved and George seconded the motion to accept the minutes of the February 14th meeting. The motion passed unanimously.

2. Director's Report

There were no questions raised about the Director's Report

3. Board Member Items

Pam shared the letter provided by Sue to send to Mr. Daniel Knapik, Town Administrator about library underfunding. Suggestions were made that the word you is overused maybe change some of the words to town of Yarmouth or the board. George moved and Anastatia seconded to accept with changes. Unanimously approved with these changes. Anastatia said she got information from Wixon that they are encouraging all students to get CLAMS cards.

4. Yarmouth Reads

Kathryn shared a spreadsheet she created to show expenses paid, pending expenses and the source of funds, keeping our expenses organized
Some concern about the cost of the field trip, question came up – would the author attend the field trip? Email Kathryn with any thoughts on the budget.
Kathryn also suggested playing ragtime music (CD) at the Cultural Center as people are coming in during the Kick-off event March 31. The board thought this was a good idea.

We talked about book donations for Katelynn's Closet. Kathryn and Anastatia will sort through books and any that are inappropriate topics will be donated to other charities.

Kathryn talked to Anne Bearse from Katelynn's closet and they are going to help spread the word about the event through their social media. Kathryn will arrange to get the bin to collect books from Katelynn's closet and a note will go on the top telling people what is being collected so clothing and shoes are not put in the bin.

41 VIP invite postcards were mailed and Jane has gotten 2 "return to senders" so far.

Helen made tickets for the finale. It was suggested that the sentence (to register, or for more information, see) be eliminated. Tickets will only be sold at events. Helen will number 1-100. Kathryn is going to make a spread sheet to track who buys the tickets and if they paid cash or check. This will be in a manilla envelope at each of the events.

George picked up the copies of the book Island of Worthy Boys, they are in Jane's office.

Reminders of board members responsibilities for the Kick-Off

We should all be at Cultural Center at 1 PM to set up, Sue is taking author to lunch at noon if anyone would like to go with them.

Kathryn: Get donation bin from Katelynn's Closet, container for water and ice, change for book sales, brochures for Katelynn's Closet, and a finger food.

Anastatia: Door prizes, finger food, welcome guests as they come in

Pam: Container for water and ice, post it notes to help facilitate book signing, assist with book signing, finger food

Jane C.: Books, raffle tickets for door prizes, finger food, brochures for library events, bookmarks, newsletters, library card applications to display

Sue: Bring poster, obtain water, napkins and ice, take author to lunch, find out from author what equipment she needs, introduce author, emcee the event

Helen: Bring tablecloth, finger food, greet people as they come in

Pam will send a separate email to generate questions to send the author in advance. Please add any questions so we can send to the author in advance.

Meeting adjourned at 6:20

Next meeting – April 11, 2019 @ 5:30 PM