

Friends of Beatley Library - Minutes

September 5, 2017

***NEXT MEETING: TUESDAY **OCTOBER 3** ***

Attendees:

Chuck Ziegler, VP Advocacy & Acting President
Stuart Lamson, Treasurer
Laura Kopelson, VP Membership
Gary Hacker, Book Sale Committee
Kathleen McCollom, Book Sale Committee
Elizabeth Rossick, Friend
Rebecca Hughes, Secretary
Annabelle Reitman, Nominations Committee lead
Dar Davis, Vice President
Carol Rademaker, Book Sale Committee
Richard Steelman, Book Sale Committee
Patty Steelman, Book Sale Committee
Babs Waters, Volunteer

7:05 pm meeting called to order by Chuck Ziegler

- Introductions of participants.
- Approval of Minutes:
 - **MOTION APPROVED**: June & July both approved

Reports:

- **Staff Update (Samantha Palmeri, on behalf of Cindy)**

- **ACTION ITEM:** request to host a “How to support the library” table at the Fall Festival (Friends)
- → Rebecca volunteers to support 1-3pm on Sept. 23; other volunteers to contact Rebecca
- New items including photo booth, glitter tattoo artists...
- Summer reading adults 1284 books read by 322 unique participants – substantially increased participation over last summer with 19 total entries with 5 books average per reader. Note: last year was all or nothing – this year ‘partial’ credit given.
- September is Library Card sign-up month, planned activities including festivals and park outreach
- Solar Eclipse Party in the Park (Cameron Station Park, by Police Station), attracted 350-400 attendees, 100 pairs of glasses made available
- Omnifics (passport design-build team) is working on a proposal for youth and adult redesign areas – field trips planned to local, new libraries to get ideas... more to come
- Water intrusion has been stopped – there have not been any new problems!
- Beatley family wedding was successful and no issues
- Ginko Gardens is coming back in the Fall to trim the hydrangeas back and to finish caring for the garden
- **ACTION ITEM:** status update on the plaque or memorial for garden (Cindy)
- **ACTION ITEM:** “Canopy” streaming movie service through libraries – is Beatley subscribing to this, or another similar service? Follow up with Linda Rudd (Cindy)
- **ACTION ITEM:** request to Library staff to provide a continual feed of photo + description for each event and activity that is using products, tools, or spaces funded by the Friends that can be used on the Friends’ website. (Cindy/Staff)
- **ACTION ITEM:** amend language in blanket release for photos taken in library, to include Friends
- **ACTION ITEM:** take a board photo of new, first official board incoming for website (ALL)

- **Advocacy Update (Chuck)**

- Budget season is coming
- **ACTION ITEM:** Cindy and library staff need to keep Chuck informed of budget situation – anything relevant to the process

- **Membership (Laura)**

- The numbers...
 - 13 memberships processed including 4 new
 - \$890 in dues collected
 - \$300 check from Annie E. Casey donations-for-volunteer time by Carol Abrams
 - 6 letters sent on the 28th for renewal; 3 returned
 - Updated volunteer list distributed to functional leaders
 - Transition work in process to Joy

- **Finance (Stuart)**
- Uncommitted funds is \$89,405, including \$15k reserve
- Total Funds (Cash on hand) \$118,517.32 (checking and savings combined)
- Tax ID received with paperwork to purchase as tax-exempt.
 - Anyone using personal funds to pay for Friends, cannot use tax exempt status to obtain TIN tax exemption
 - Working to obtain a Friends credit card to simplify purchasing using TIN
- **ACTION ITEM:** what's the status of the camera installation? (Cindy)
- Discussion about additional projects that could be used to consume funds focused on renovation of garden furniture, to increase utilization and include more comfortable furniture; game tables like chess/checkers tables (similar to Miami) and check-out pieces from desk; improved lighting; and improved electrification ... signage also can be improved, but relocation of

- **Book Sale Update (Chuck on behalf of Nancy Blanton)**
- **Shout out to Kathy McCollom and Dar Davis for a successful Booksale Bonanza in August with \$1700 proceeds!**
- Training session for book sorters attracted over a dozen volunteers
- Training was positively received; plans to deliver one training per quarter
- Library tee-shirts for volunteers have been delivered – post-booksale, all members will be able to purchase on-demand [THANKS to Kathleen and Dar for supporting]
- Alexandria Library will utilize book donation info sheets at farmer's market
- **MOTION APPROVED:** purchase of vinyl sign with book donation rules to post in hallway as approved by Cindy
- **MOTION APPROVED:** new Friends booksale banner requested to at price of \$231
- **MOTION APPROVED:** Fall booksale cost \$1500, same as last year anticipated; request amount not to exceed (NTE) \$1500
- **MOTION APPROVED:** funding for thank-you party for volunteers – amount NTE \$500 to bring food in, vs. having volunteers bring their own food and clean up

- **Special Topic: Nominating Committee (Chair: Annabelle Reitman, Babs Waters, Rebecca Hughes)**
- Committee has surveyed existing board members
 - Have candidates for President, Treasurer, Secretary, VP Book Sale, VP Advocacy, and Social Media
 - Need candidates for Membership, VP, and Marketing Outreach
 - A form will be sent out to solicit for new officers for open positions by end July
 - The 2018 slate will be presented in September, for a vote at the October meeting, per the bylaws

- **Wrap-up Comments (All)**
- Gary Hacker raised concern about low attendance at certain Programs in the library, in particular author programs, and proposes to donate the library funds that would allow the establishment of a “local authors” section of the library comprised of books purchased based on the author talks that happen continually. Speakers’ books are not always available in our collection.
- **MOTION APPROVED:** provide library with \$200 for trial period of author-speaker book purchases.

- Nancy Blanton requests to set up accounts with 2 vendors for printing and tote bags, to eliminate need for members to use personal credit cards to purchase Friends' merchandise.
- **MOTION APPROVED**: treasurer is authorized to set up 2 accounts on behalf of Friends

See you at the next meeting on **Tuesday, September 5 @ 7pm.**

Adjournment 8:11 pm

Item	Date Created	Action Item	Assigned To	Planned Completion	Status
10614.2	10/6/14	Library Fall Festival was scheduled on Yom Kippur this year – need to raise awareness to not support/endorse programs scheduled on major holidays	Exec Committee to raise w/Staff	12/31/14	Complete
10614.5	10/6/14	Betty requests transparent ‘corner bumpers’ to protect newly-painted corners – needs discussion	Exec Committee to raise w/Staff	12/31/14	Complete
10614.9	10/6/14	Fundraising Committee to be started	Exec Committee	1/31/15	Open
10614.10	10/6/14	Carol will photograph auction books for social promotion before put in case	Carol	12/31/14	Open
10.614.11	10/6/14	Invite Jessica to future meeting to discuss options for expanding (silent auction)	Exec Committee	12/31/14	Open
10614.12	10/6/14	Group consensus to investigate multi-year membership, lifetime membership options (amended 11/3: include discussion of increased Friends fee & tiered fees; paypal on website)	Exec Committee w/ Friends	12/31/14	Complete
11314.5	11/3/14	Create a plan to increase teen attendance, e.g., start a book swap day, advertise to schools; leverage “re-use/recycle” theme	Booksale volunteers & Cindy/Renee	ongoing	Open
11314.6	11/3/14	Devise campaign to target outreach to local CCRC/Assisted Living facilities (see also Action Item 11314.7)	Gary & Annabelle	2/28/15	Complete
11314.7	11/3/14	Monday AFTER sale set aside “Senior Hours” where books are all on tables, and none on the floor to ease their access & avoid conflict with time (see also Action Item 11314.6) *Nancy requests update for Fall sale	Gary, Annabelle, Betty	3/30/15; revised to 9/7/15	Closed – <i>discussed and agreed to close 9/2016</i>

11314.9	11/3/14	Carol to photograph and post the Silent Auction item for November – need to identify item	Betty, Carol	11/14/14	Open
11314.10	11/3/14	Discuss providing ability to accept Paypal for dues and donations – on Friends FB page, vs. setup a website, etc. (see also Action Item #10614.12)	Friends w/assist from Renee & Cindy	1/31/15	Complete
11314.11	11/3/14	Establish a directory of Friends contact info – “opt out” email blast, to facilitate collaboration among the Friends	Nancy, Rebecca (cc: David)	1/31/15	Open
11314.14	11/3/14	Gary request to have stickers “Compliments of Beatley” for coffee table books distributed to local CCRC/Assisted Living facilities	Renee	12/31/14	Open
011515.1	1/5/15	Consider to solicit sponsorships for Teen Writing Program – e.g. car dealerships, restaurants, etc.	Cynthia	Ongoing	Open
020215.1	2/2/15	What is the cost of a plaque for meeting room	Cindy	3/2/2015	Open – <i>deferred due to other priorities</i>
020215.1	2/2/15	West End Market has reached out to Beatley requesting to have a “Holiday Market” indoors at Beatley – Cindy to follow up with Marketing leadership on their request	Cindy w/David	Ongoing	Closed – <i>not allowed due to City rules</i>
020215.1	2/2/15	Working on by-laws, looking for assistance through Library, pro-bono	Cindy w/Chuck	3/2/15	Complete – <i>Matthew Sutter engaged, 9/2016</i>
030215.4	3/2/15	Cindy and Renee to discuss honoring Marjorie (e.g., plaque)	Cindy, Renee	6/1/15	Open

030215.5	3/2/15	Rebecca & Gina to come up with 1/3 cardstock "Join Us!" Friends Membership flyer by 3/10, to facilitate converting new volunteers to Friends members	Rebecca w/Gina	3/9/15	Complete (by Laura, Nancy)
040815.1	4/8/15	Post general photo of the book auction box/stand to the website for library and friends, with an update monthly what book is being auctioned (and min. bid, if applicable)	Carol & Library website POC (Cindy)	6/2/15	Open
040815.2	4/8/15	Create or have made a sign that is more visible to post with the book auction stand, to draw attention	Richard & Rebecca (tbd)	6/2/15	Open
040815.3	4/8/15	Work with staff to find location to move book auction box to more visible location in the flow of foot traffic	Cindy w/Staff	6/2/15	Open
040815.4	4/8/15	Cindy and staff to discuss the idea of Friends funding a grant/proposal writer on-demand to create better leverage of funds	Cindy w/Staff	6/2/15	Open
050415.3	5/4/15	Cindy to bring proposal for Friends funding of outreach to local Ethiopian and other ethnic communities	Cindy/Carol	6/2/15	Open
050415.5	5/4/15	Small reception to be held for Book Sale volunteers, funded by the Friends	Betty	6/2/15	Complete
060115.1	6/1/15	Cindy to quote Friends on price and scope of 3D printer build-out process (due for July meeting); estimate is \$550-1350 class fees.	Cindy	7/6/15	Complete
060115.2	6/1/15	For July meeting, Cindy will provide a recap of what's been funded, and what's left, so the Friends can vote on the priorities and specific requests.	Cindy	7/6/15	Complete
060115.3	6/1/15	Cindy will follow up on Children's authors living in Alexandria, Marfay	Cindy	7/6/15	Open

		Feurgeson Delano, and Professor Elizabeth Clark Lewis.			
060115.6	6/1/15	Work on the idea of a bi-monthly “info sheet” with strong visual appeal	Cindy, Rebecca, Gina	8/3/15	Open
070615.1	7/6/15	Suggest complete action item list as historical record, while moving Completed items to separate list to keep Minutes manageable.	Rebecca	8/3/15	Completed / In process (ongoing)
070615.2	7/6/15	Have a flash sale at Fall Festival & also feature the membership for Friends & promote the Nov. booksale	Nancy & Cindy	8/3/15	Closed – <i>flash sales are regular feature now</i>
070615.4	7/6/15	get an estimate for a new wall safe, bigger and easier to access than the current one, before we progress with the installation	Betty, w/Nancy & Cindy on-call	8/3/15	Complete
070615.6	7/6/15	for Fall Festival, consider to bring in ‘characters’ and get photos in front of murals – with a hand-sign for “I’m a Friend of Beatley Library!” or similar, to create social media buzz	Cindy	9/7/15	Complete
070615.7	7/6/15	Richard will talk to friends who are Master Gardeners to find out more about Alexandria Garden Club groups (Garden Club of Virginia local chapter?), to discuss options for the garden renovation and volunteer management	Richard	9/7/15	Complete
070615.8	7/6/15	collect regular attendees email and phone for Friends’ activities involving ‘regular’ meeting attendees	Rebecca	8/3/15	Open
070615.9	7/6/15	add a Friends’ membership message for the Library main website	Chuck w/Cindy	8/3/15	Open

070615.10	7/6/15	set up Friends' table for new sign-ups during Election voting period when many people are in the library	Kenneth w/Laura	8/3/15	Closed
080315.1	8/3/15	Patty add to email distribution list	Rebecca	9/8/15	Complete
080315.2	8/3/15	Standardize titles used in minutes "Attendees" section for consistency - use VP titles vs. 'lead'	Rebecca	9/8/15	Complete
080315.3	8/3/15	Send Cindy name of photobooth vendor for consideration for Fall Fest	Rebecca	9/8/15	Complete
080315.4	8/3/15	send electronic copy of Staff report monthly, for distribution	Cindy	9/8/15	Complete
080315.4	8/3/15	Stuart and Chuck to meet at 7pm Wed, 8/5 to review tax prep	Stuart & Chuck	8/5/15	Closed
080315.5	8/3/15	Nancy to provide Friends with code for reference	Nancy (to Chuck)	9/8/15	Closed – <i>no one requested code to review books via our online account</i>
080315.6	8/3/15	CDs/DVDs/Books flash sale of over-stock items at Fall Festival weekend; consider to set up in breezeway [also Membership will be represented]	Nancy/Book Sale Committee	9/8/15	Complete
080315.7	8/3/15	Review minutes for assigned action items and be ready with updates	ALL	9/8/15	Complete
090815.1	9/8/12	Send email to Carol for posting of video to FaceBook	Chuck	11/2/15	Open
090815.2	9/8/12	coordinate promotional content with Communications (Anton, Cindy) to Library's communications team	Chuck	11/2/15	Open
090815.3	9/8/12	Find out where are booksale yard signs stored? (Nancy ask Betty)	Nancy	10/5/15	Complete

090815.4	9/8/12	Investigate City of Alexandria inclusion of events in City Website & Calendar of Events (Dave/Nancy)	Nancy/Dave	11/2/15	Complete <i>(see notes for 12/16 meeting for details)</i>
10.05.15.1	10/5/2015	Come up with a plan to transfer online payments for memberships to the membership committee	Laura + Carol	TBD – by the time online payments enabled	Complete
10.05.15.2	10/5/2015	Work with Cindy to move forward	Chuck	11/2/15	Closed
10.05.15.3	10/5/2015	Spring book sale – 1 check bounced from a book dealer; no remediation has happened. Nancy/Stuart to provide name to Laura and ensure this person is NOT able to participate in Fall book sale.	Nancy w/Stuart & Laura	11/2/15	Closed
10.05.15.4	10/5/2015	Friends of Library week event - 2pm-8pm, 2 or 3 people requested to assist, <u>especially after 4pm</u>	ALL – contact Laura to confirm your participation	11/2/15	Closed
10.05.15.5	10/5/2015	Add fine print to Facebook page to advise that all book sale and media sale content sold are donations, not from Library	Carol	11/2/15	Open
10.05.15.6	10/5/2015	Cindy will provide the full report has actual engagement feedback	Cindy	11/2/15	Complete
10.05.15.7	10/5/2015	Children’s area funding, Teen, and Adult programs unspent funds – why have the expenditures not been consumed? Friends is carrying \$1500+ to close out on children’s alone...	Cindy w/Stuart	11/2/15	Closed
10.05.15.8	10/5/2015	AMAZON.com equipment and account is currently maintained by Joe – Friends signed up for own Amazon.com account to be able to scan books when	Joe w/Nancy	11/2/15	Closed

		going through donations... equipment is not being used, and Amazon account not being used... it's been on Joe's credit card account; Joe would like to delete the account. Will de-activate account			
11.02.15.1	11/2/20 15	Chuck to send Eileen's briefing on why Friends should be an independent organization to Cindy, Richard, Carol, and Laura	Chuck	12/7	Complete
11.02.15.2	11/2/20 15	Include bookmark in new member packets	Laura + Nancy	12/7	Complete
11.02.15.3	11/2/20 15	Rebecca to set up a separate meeting for a short-term "tiger team" to create a plan in November, with January start of work. (Chuck, Richard, Kenneth, Annabelle, volunteer with Cindy as POC for Library Staff)	Rebecca	12/7	Complete
11.02.15.4	11/2/20 15	With Elections, keep an eye on new council members for follow-up post-election (Advocacy)	Chuck	12/7	Open
12.07.15.01	12/7/20 15	Chuck and Betty to discuss Council participation in Friends' meeting	Chuck, Betty	2/1	Complete
12.07.15.02	12/7/20 15	Functional leadership to individually contact Friends' members who indicated an interest in volunteering on their renewal form (Contact info sent to leadership by Laura via email)	All Functional Leadership	2/1	Complete (by Laura)
12.07.15.03	12/7/20 15	Stuart to create a line item placeholder for funding for sponsorship of Fall for Books (George Mason), due next summer	Stuart	2/1	Complete
12.07.15.04	12/7/20 15	Post-Fall book sale, Friends' have available revenue of ~\$42k (and increasing) to spend, and need new	Cindy	2/1	Complete

		ideas to commit those funds against. E.g., adult area redesign; garden furniture replacement; etc....			
12.07.15.05	12/7/2015	There are marks and dings appearing in children's area and wall murals –need to expedite procurement and installation of corner-covers. <i>[Secretary's note: there is an open item 10614.5 for the original request; this action to expedite is to draw new attention to the need.]</i>	Cindy	2/1	Complete
12.07.15.06	12/7/2015	Betty will call Eileen to make a good-faith effort to obtain by-laws documentation and other legal documentation pending from turnover of leadership (2014)	Betty	1/31	Complete
12.07.15.07	12/7/2015	Betty to provide former Duncan contact information for attorney to finalize by-laws, and Richard to assist with research for selection of attorney to support the de-coupling from the Library non-profit group	Betty	2/2	Closed – OBE (overcome by events)
01.04.16.01	1/4/2016	Library Staff to provide talking points for 1/23 rd Libraries advocacy meeting to Chuck	Cindy	NLT 1/20	Closed
01.04.16.02	1/4/2016	Laura to provide addresses of members who don't have, or haven't provided email addresses at registration, to Chuck, to distribute By-Laws for review	Laura	3/1	Closed
01.04.16.03	1/4/2016	Cindy to email Stuart list of Pledges	Cindy	1/5	Complete
01.04.16.04	1/4/2016	Carol to send Chuck a paragraph 'teaser' to remind people to LIKE Friends content to include in next Friends communication	Carol	2/1	Open
01.04.16.05	1/4/2016	Rebecca to send Carol photos of Thank You Cards for posting on FB	Rebecca	2/1	Open

01.04.16.06	1/4/2016	Outreach and volunteer request to get on a list of those with SUV or van or truck who would be willing to assist in large-volume book pickups and drop-offs [ONGOING/ ROLLING ITEM]	Carol, Nancy, Kenneth...	TBD	Open
02.01.16.01	2/1/2016	Friends' ask Cindy to provide more information on what "Services" are included in the cost of annual maintenance, as this is outside of warranty repairs	Cindy	Prior to approval of budget request	Complete
02.01.16.02	2/1/2016	Cindy to provide details of what is included in the proposal, and ask to City for funding	Cindy	Prior to approval of budget request	Complete
02.01.16.03	2/1/2016	Cindy to request Sean to provide detailed proposal for cost breakout.	Cindy	Prior to approval of budget request	Open
04.05.16.01	4/5/16	Compact shelving has never had maintenance, and has had some functionality issues – request to recommend the Library solicit quotes for someone to come in and perform maintenance IF city capital funding is not available for this	Nancy	None assigned	Complete
05.03.16.01	5/3/16	Cindy needs volunteers for additional work on the garden – will send text to Chuck to solicit for assistance; also send to Carol for Facebook	Cindy/Chuck /Carol	May	Complete
05.03.16.02	5/3/16	Cindy requests support to promote the Garden Party from Friends – both regular supporters as well as City Council members – Cindy to provide text to Chuck and Carol, Chuck to distribute	Cindy/Chuck /Carol	May	Complete
06.07.16.01	6/7/16	Nancy to invite Anton to a Friends meeting to build collaboration	Nancy/Anton	September or October	Open

06.07.16.02	6/7/16	Volunteer coordinator from Library could potentially help us to identify ways to work with local students & contact Marion Bruncan w/Volunteer Alexandria	Gary	September or October	Open
06.07.16.03	6/7/16	Request for Chuck to raise issue of lack of press outreach and PR visibility for Library for work being done	Chuck		Complete / ongoing
07.12.16.01	7/12/16	Rebecca and Chuck will draft a message to attorney and Chuck will send	Rebecca		Complete
07.12.16.02	7/12/16	Need volunteers to water the large potted plants (hoses are in place) & perform weeding	Cindy		Open
9.05.16.01	9/5/16	Cindy to come back on "wrap" mural for door to garden	Cindy		Open
9.05.16.02	9/5/16	Tote bag marketing - recommend to order a sign to advertise they are available (at the booksale)	Nancy	October 20	In Process
10.04.16.01	10/4/16	Chuck to email Alex. Gazette reporter photo & info to promote Sale; Nancy/Cindy provide photos and content; see photo of Bookmark, attached	Chuck, Nancy, Cindy	October 14	Complete
10.04.16.02	10/4/16	Laura to confirm Kenneth availability for evening shift	Laura	October 17	Complete
10.04.16.03	10/4/16	Cindy to provide update on cost of high-frequency use 3D printer for Library <i>NOTE: the Friends encourage the staff to evaluate the variety of capabilities, material consumption efficiency, and longevity of printers as well as materials and machine cost when making a recommendation, e.g., desktop-run professional level printing from http://formlabs.com/ \$2500-\$3500 supports making jewelry, entertainment figures, machined parts, and uses the higher-detail SLA</i>	Cindy	December 31	Complete

		<i>technology but with materials that don't require a UV cure.</i>			
10.04.16.04	10/4/16	Recommendation to provide a bigger scale logo to "Fall for the Book" for next year to increase visibility of our participation	Cindy	End of Q2/17	Open
11.01.16.01	11/1/16	Chuck to provide info on bylaws liability requirements	Chuck	January 2017	Complete
11.01.16.02	11/1/16	Chuck has 3 minutes to speak in front of the Council in January: would like to come up with some new ideas for talking points from Library Staff	ALL/Staff	January 2017	Open
12.01.16.01	12/6/2016	Ask Cindy to schedule a "demo night" for Friends to experience the various tools that the library has purchased recently and deployed, so we can see/experience/work with them.	Diana	February	Open
12.01.16.02	12/6/2016	look at membership e-form to replace mailings – simplify process "green"/paperless applications and renewals (volunteer needed)	TBD	TBD	Open
12.01.16.03	12/6/2016	Nominating committee must deliver the slate of nominees by April 4	Rebecca, Annabelle, Babs	April 4	Open
01.01.17.01	1/3/17	Listen to the performer on his website – www.harpguitar.com - and bring thoughts back to February meeting on funding it	ALL	February	Open
01.01.17.02	1/3/17	Nancy to follow up on expected December check not yet received	Nancy	February	Open
01.01.17.03	1/3/17	Friends need a space to store the incorporation documents, preferably in the library	Friends officers w/ Input from Cindy	February	Open

01.01.17.04	1/3/17	Establish small teams to review individual areas of strategic	Volunteers to be taken @ Feb Mtg	February	Open
01.01.17.05	1/3/17	Identify a date for the Executive Committee (officers) to meet and finalize the first strategic plan – day-long session anticipated	Executive Committee + Cindy	March	Open
02.07.17.01	2/7/17	Stuart and Nancy need Tax Exemption Certificate in the NEW name of the Friends	Stuart, Chuck, Attorney for Friends	ASAP	Open
02.07.17.02	2/7/17	Send a letter of condolence to Joseph Pincus	Rebecca (Chuck also sent a note)	ASAP	Complete
02.07.17.03	2/7/17	Laura has contact information for PR agency for “Hidden Figures” author, but we need an outreach approach to promotion before we pursue booking.	Laura, Cindy, Kenneth	May	Open
02.07.17.04	2/7/17	Cindy will come back with a new request and plan for concert series.			
03.07.17.01	3/7/17	Verify if there is no circuit breaker on the main box in the library that is contributing to the power outages, to determine if this can be fixed	Cindy	May (before summer)	Open
03.07.17.02	3/7/17	Anyone who’s going to CostCo/BJ/HarrisTeeter, we need ‘tomato flats’ – the strong low-edged boxes for stacking/moving books during sale.	ALL VOLUNTEERS & FRIENDS	April	Open
		HOLD FOR ANY APRIL ACTION ITEMS			
05.09.17.01	5/9/17	Booksale committee will provide children’s and cookbooks to sell at the Market	Nancy, Patty	May 21-Oct 22	Open
05.09.17.02	5/9/17	Provide Confidence with Friends’ materials to stock the farmer’s market	Laura	May 21-Oct 22	Open

05.09.17.03	5/9/17	Pursue fundraising idea for “ Book Fair @ Barnes and Noble ”... you ask for a (free) sticker, buy a book or anything on our ‘book fair’ day, and the Friends get a portion of the proceeds of anything sold that day; this is dependent on us publicizing the event and driving attendance	Nancy, Kenneth	Ongoing	Open
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