

**Friends of the Clapp Memorial Library Monthly Meeting— January 10, 2018**

A meeting of the Friends of Clapp Memorial Library (FCML) was called to order by Paul Geoffroy, President at 6:35pm. Members signed in on an attendance sheet which will be attached to the official copy of the minutes.

1. Treasurer’s Report was presented by Brian Mailhot, Treasurer.

2. Meeting Minutes

A: Motion made to accept the November 2018 meeting minutes as revised. Seconded and unanimously approved.

3. New Business

 A. Based on 4D – 1099s will be sent.

 B. Volunteer Job Descriptions. Article will be in next newsletter.

 C. Friends Brochure printing costs from Amherst Copy Center - full color, two-sided:

 100 – $65.50

 250 – $124.00

 500 – $213.00

 1000 – $376.00

What is a reasonable number to have? Brochure still needs to finalized.

How are brochures currently distributed? At library desk & table and at book sale. Mike will talk to town realtors about distributing brochures to new residents.

 Meredith, Mike, and Mona will work on this project.

4. New Business

1. Heating & air conditioning instillation is in process. More instillation work is scheduled, then testing and permitting needs to be done. Approximate time-line puts completion at about one month. (February 10th)
2. Book donations can resume when basement work in finished. Do we want to do a curbside pickup on any upcoming Saturday?
3. Wine Tasting - finalize details. February 9th 7:00-9:00pm. Snow date February 16th. Set up at 6:00pm.
4. Spring/Summer Newsletter – send out one week before the book sale. Send Paul any news and articles.
5. Front Lawn book sale sign. We need a temporary specialty sign which can be used prior to an event. This avoids the need for town approvals. Mike will create a proposal give it to Sheila for presentation to the trustees. Mike will look at current sign and take it down if there are safety issues.
6. Consider taking credit cards at book sale. Terry will research.

Motion to adjourn 7:45pm.

Minutes respectfully submitted by Martha DuroShea, Recording Secretary

Next monthly meeting is February 14, 2019 at 6:30pm.