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FRIENDS OF CALEDON PUBLIC LIBRARY

MONTHLY MEETING

Tuesday, February 21, 2017 – Albion-Bolton Branch

PRESENT:	Marty Harrison Helen Young	Diane Sawyer Hugh Marchand Zlata Proudlock	<u>CPL Communications and Community Development:</u> Mary Maw Patricia Duffy
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1. **Welcome** – Marty thanked everyone for coming and called the meeting to order at 6:40 pm.
2. **CONGRATULATIONS** to Caledon Public Library for winning the *Angus Mowat Award of Excellence*, announced by the Ontario Library Association.
3. **Approval of Agenda**
 - The Agenda was reviewed and *approved by Marty; seconded by Diane; carried.*
4. **Approval of Minutes of Previous Meeting**
 - The Minutes of the Meeting of January 24, 2017 were reviewed.
 - Corrections/additions – item 4: the cheques co-signed were for book sale expenses
 - Business arising – None
 - *Approval Moved by Hugh; seconded by Zlata; carried.*
5. **Treasurer’s Report**
 - The Financial Report as at February 17, 2017, which is our fiscal year end, was reviewed.
 - Tax receipts have been sent.
 - \$1,000 has been committed to Young Reels. CPL will invoice Friends for \$100 now, and will need six \$100 cheques co-signed before March 8th.
 - *Approval Moved by Helen; seconded by Diane; carried.*
6. **Used Book Sale**
 - *Friday, April 21, 4:00-9:00; Saturday April 22, 10:00-6:00 at the Albion-Bolton Community Centre in the Sheardown Arena, in conjunction with the Caledon Home and Lifestyle Show.*
 - There was lengthy discussion on this topic as this Book Sale will be handled differently as we will have limited space in the Arena.
 - We visited the book “cage” in the basement to assess the task of pre-selecting the books and media appropriate for the sale, based on designated criteria.

- It was agreed the Friends would meet at the Albion-Bolton Library on **Saturday, March 11th between 10:00 am and 4:00pm** to begin sorting and boxing. The task can be completed afterwards on an individual basis if required.
- Due to the limitations of space and time, there will not be a “Friends Only” separate time, and books will not be sold by the bag.
- Clean-up cannot begin until after 6:00pm on Friday, after the Show closes.
- Refer to the **Used Book Sale Addendum A** for more details.

7. Membership Communication Presentation

- The draft of Zlata’s suggested communique to the membership regarding upcoming events and membership renewals was reviewed and discussed.
- The finished document will be sent to CPL, who will distribute it by email to the membership.
- Hugh will take care of mailing a hard copy to those members who have declined email. CPL will print copies and provide mailing labels.
- A second communique suggested by Zlata which would be directed to Book Clubs will be put on hold at this time for further review, but a notice will be put on Facebook.

8. Fundraisers

- Both PAMA and Caledon Town Hall Players are viable events and details were deferred to the next meeting.

9. Planning Committees

- Hugh has prepared a discussion paper to be reviewed before the next meeting. **Please refer to Addendum B** and be ready to discuss at the next meeting.

10. Upcoming Events

- **March 8, 2017** – Young Reels award presentation at Landmark Theatre at 6:00pm.
- **March 9, 2017** – Ann Walmsley, author of The Prison Book Club, will speak at the Albion-Bolton Branch at 7:00pm. The event is free; online registration is required.

11. Next Monthly Meeting

- **Motion: that the next three meetings (March 21, April 18, and AGM May 16) be held at the Albion-Bolton Branch.**
- To be discussed at the March meeting:
 - i. Book Sale
 - ii. Three-person nominating committee
 - iii. Speaker at the AGM
 - iv. Fundraising

v. Planning Committees

- *Moved by Marty; seconded by Helen and Diane; carried.*

12. The meeting adjourned at 9:00pm.

Used Book Sale

1. Timing of sale to coincide with Caledon Home and Lifestyle Show	<ul style="list-style-type: none"> • Friday, April 21st, 4:00-9:00 • Saturday, April 22nd, 10:00-6:00
2. Location Albion-Bolton Community Centre, Sheardown Arena	<ul style="list-style-type: none"> • Possibly three 8'x10' booths offered by Chamber of Commerce at no charge • Marty to confirm layout and tables
3. Set up on Friday morning	<ul style="list-style-type: none"> • Start any time after 7:00am • Library trolleys/carts are available
4. Better World Books	<ul style="list-style-type: none"> • An organization re-distributing used books worldwide • We have received 120 boxes to be used for leftover books, which will be collected by BWB representatives • Some marketing material coming
5. Preselection of books	<ul style="list-style-type: none"> • Some sorting has been done by Library personnel • Friends to meet at Albion-Bolton Branch March 11th from 10-4 to sort and box books, based on criteria posted • Books not meeting sale criteria can be placed in BWB boxes immediately • Boxes are to be labelled with type/topic • CPL will supply labels, tape, markers, etc.
6. Criteria	<ul style="list-style-type: none"> • Best quality; most likely to sell, in good shape • Current; less than 5 years old • No large print books • No magazines/comics • No other languages • No text books • No bar coded books except Children's • Minimum Young Adult • No talking books
7. Volunteers to move books	<ul style="list-style-type: none"> • Mary will contact <i>Youth for Life</i> and <i>King's College</i>
8. Schedules	<ul style="list-style-type: none"> • Helen will contact Executive for hours of availability • To be completed at March meeting • Require at least 4 Friends at Show at all times • Clean up cannot start until the Show closes
9. Advertising	<ul style="list-style-type: none"> • Chamber of Commerce has started, noting our Used Book Sale will be included • We have road signage • Zlata will contact the <i>Enterprise</i> and <i>Caledon Citizen</i> • CPL will contact <i>Snapd</i>
10. Pricing	<ul style="list-style-type: none"> • Books and DVDs sold individually; not by the bag • Hardcover and Trade Paperback - \$2

	<ul style="list-style-type: none"> • Small Paperback - \$1 • Children's – 25¢ • DVDs - \$1
11. Friends' Incentive	<ul style="list-style-type: none"> • Current and renewed Friend (identified by our list) will receive a book bag and a voucher • Patricia will prepare the voucher for the next meeting • Adult only books and media: Buy One, Get One of equal or lesser value, free. Unlimited quantities
12. Signs for the sale	<ul style="list-style-type: none"> • Patricia will prepare signs showing prices • 100% of proceeds will go directly to CPL
13. Book Bags	<ul style="list-style-type: none"> • Mary and Patricia will inventory book bags on hand
14. Cash/float 15.	<ul style="list-style-type: none"> • There will be one cash box, but at least two Friends at the check-out table. • Extra persons required for sorting and membership renewals • Additional Friends can handle single purchases if there is a line-up at the check-out. Have some change in apron pockets.
16. Membership forms	<ul style="list-style-type: none"> • Available on clip boards for ease of completion away from cash

Friends of the Caledon Public Library

ADDENDUM B

To: Members of the Executive Committee

From: Hugh Marchand

February 21, 2017

STRATEGIC PLANNING: A LIST OF ISSUES TO CONSIDER

- **What is our Mission?**

We don't have a Mission Statement. While an MS often gathers dust once formulated, if it is carefully crafted with wide input from within and without the organization, a good MS provides a touchstone to guide and to plan. Who are we and what are we *really* pledged to do? We are not about selling used books; that is not an end, it's a means towards an end.

- **Where are we now?**

We need to analyse our situation using an objective investigating tool such as SWOT before we organize how we work and what we will work on.

- **Some SWOT issues to consider**

Weakness: How we presently operate; all generals and no soldiers. The Executive does what operations should do, because we have very little operational capability.

Weakness: We basically rely on the library to help us do what we should be doing for them. Without independence we will never develop the numbers, skill and commitment needed to do the job.

Weakness: Membership confers no benefits except to offer a discount at book sales and is now almost exclusively why people buy membership. We have become semi-annual retailers of second hand books.

Threat: The Library could easily take over the management of whatever benefits we are providing.

Opportunity: Benchmarking; why invent the wheel? There are well established, community-minded organizations that we can communicate with, who would be willing to share their experience and expertise.

Opportunity: Recruiting volunteers to work on and take charge of admin, program, training – internal and external possibly, membership & promotion, technology, etc. – would add meaningful content to membership.

Opportunity: To become an independent but valuable resource to an organization we all admire, that could look to us with confidence to raise funds for and raise awareness of this treasure we have in our community.

What is your response?

1. Read this short piece to determine if you believe an initiative to attempt a change in the status quo should be undertaken.
2. If there is no appetite for analyzing and assessing our situation, consideration should be given, as one option, to whether the organization should continue.
3. If there is sufficient buy-in to start the ball rolling, I suggest you participate in the formation and selection of a small working group or volunteering your services as part of it.