

**Yarmouth Library Board
Meeting Minutes
January 3, 2019**

Present: **Pam Barton, Kathryn Basile, Jane Cain, Jane Garvey, Sue Loveland, Helen Niedermeier**

The meeting was called to order at 5:30

Board Member Items

The proposed letter to the Selectmen was discussed. Jane has sent a similar letter each year. This year, the South Yarmouth Library Association suggested that it be sent under the sponsorship of the South and West Yarmouth Library Associations and the Library Board. The consensus of the Board was that any letter should come from community members and should concisely and positively highlight both the need for adequate funding and the changes in legislation which may have a significant financial impact on the Library in the coming year.

The next meeting will begin at 5:15, so that Board members can interview an applicant for the open position on the Board.

Yarmouth Reads

The following tasks have been completed by or assigned to Board Members:

Sue

- Make arrangements with the Brewster Bookstore to purchase copies of the book, and send the financial details to Kathryn;
- Have a poster made at Staples;
- Prepare presentation on Thompson Island;
- Obtain water, napkins and ice for the Kick-off.

Pam

- Complete pamphlet after receiving final details from Board members;
- Add information on Katelynn's Closet to the pamphlet;
- Design flyer using the pamphlet cover and add date of Kick-off;
- Add to Facebook Page the date for the Kick-off, the charity information, and the solicitation of questions for the book's author;
- Bring ice bucket to the Kick-off.

Kathryn

- Distribute flyers around town in March;
- Provide information to the Register and the Cape Cod Times 3 weeks prior to the Kick-off;
- Confirm Ann Bearse as speaker at the Finale;
- Present information at the Kick-off about Katelynn's Closet and the book drive, including the specifications about types of books;
- Send copy of Katelynn's Closet logo to each Board member;
- Bring ice bucket to Kick-off;
- Confirm arrangements with the Cultural Center in mid-March.

Jane G.

Arrange for information to be publicized on the Chamber of Commerce notice board;
Prepare book discussion groups with Helen;
Work with Helen to make arrangements for the Thompson Island field trip.

Jane C.

Arrange for information on the Facebook page to be included in the Library Newsletter;
Arrange for space in both libraries for collection bins for Katelynn's Closet;
Bring ice bucket to Kick-off;
Prepare related reading list and bring to Kick-off;
Bring easel to Kick-off.

Helen

Contact Lorusso Lodge and Cultural Center to request contracts for use of facilities;
Make arrangements, with Jane G., for Thompson Island field trip;
Prepare book discussion groups with Jane G;
Make bookmarks, invitations to the Finale, Finale tickets;
Write appropriate thank-you notes at the conclusion of the project;
Bring tablecloth to Kick-off;
Bring documents on the Finale and the field trip to the next meeting.

Upcoming meeting schedule:

January 17 – regular board meeting, beginning at 5:15 for interview
January 31 – Yarmouth Reads meeting, 5:30
February 14 – regular board meeting, 5:30
March 7 – Yarmouth Reads meeting, 5:30
No meeting on March 21
April 11 – regular board and Yarmouth Reads meeting, 5:30

The meeting adjourned at 6:35.