



FRIENDS OF THE W.K. SANFORD COLONIE TOWN LIBRARY MEETING MINUTES January 14, 2020 – 6:30 PM

ATTENDING

Barbara Albert, Annette Argyros, Berneata Bargar, Edye Benson, Jan Hagen, Becky Klope, Louise McColgin, Leslye Milos, Evelyn Neale, Jennifer Soucy, and Claudia Thornton.

INTRODUCTIONS

The meeting began with general introductions.

LIBRARY

Evelyn Neale reported:

- Construction checklists are being reviewed to be sure all work is completed.
- Some furniture is yet to be delivered.
- The next steps are the new roof and heating system. Temporary fixes are in place for leaks.
- The library is working on a long-range “plan of service” for 2020-2023.
- Evelyn is meeting one-on-one with key staff. She will also meet with the Friends, probably in April. She will meet with stakeholders January-March and with community outreach, farmers market, Ciccotti Center, supermarkets, bank(s), etc. March-April. It’s intended to reach people where they are. The library wants to get opinions from non-users. Surveys will be both written and online.
- The library has scheduled a Volunteer Appreciation breakfast for Sunday, February 16.
- The library is still working on the signage/gift policy and policies regarding meeting room usage.
- Evelyn mentioned that the Activity Room is to be used by youth and teens first. If it’s not scheduled by them, it can be used for certain book discussions.

- A Friends member made the comment that the library seems to be larger than it was. Evelyn explained that the design layout has worked well in utilizing space.
- The Friends will usually meet in the Board Room which will be considered a “quiet room” to be used for quiet study.
- There are at least 16 tables to be used by tutors and for group study.
- A Lactation Room has been created. The door is off the children’s play area. A county grant helped to provide furnishings such as a gliding rocker, changing table, a lamp, etc. There will also be a small play area in the room so that older siblings can accompany the adult.

TREASURER’S REPORT

Leslye Milos reported:

- Budget report was distributed. However, the Square deposits weren’t included.
- The final amount received through the 2019 Annual Appeal is \$7,501.
- Jan suggested that next year, the appeal letter be sent to all library patrons, and we should discuss whether to send it a bit earlier.
- Jen has offered to create a thermometer sign for the appeal and other fundraisers. This sign can be posted so that patrons will see our progress and hopefully be inclined to donate.
- Since this year’s appeal didn’t meet our \$10,000 goal, Jan will chair a committee to determine ways to increase the 2020 appeal amount to \$15,000. Claudia and Jen will assist her.
- The checking account balance is \$23,272.35. Income for the past month was \$8,997.55, and expenses were \$2,750.91. Total of all accounts including 4 CDs and savings is \$65,161.54.
- On January 21, 2020, at 4:15, Richard Friedman and David Ferrill will perform an audit of the Friends books.
- There was other discussion amongst members regarding Library Week. This event is not for quite a while, but it was suggested we should have volunteers sit at a table to see if people are aware of the appeal and to sell car wash tickets.

REQUESTS AND EXPENDITURES

- As discussed at last month’s meeting, as of March 2020, plastic bags are no longer allowed to be given out to patrons. Becky has done quite a bit of research and brought sample bags for discussion. A smaller bag could be purchased for \$1.25 per bag with a minimum of 100; for 250 bags, the cost would be 95 cents each. A larger bag would be \$1.43 each for 100 or \$1.11 for 250. After some discussion, it was decided we should purchase an even larger amount of 500 (at

a cost of \$480) because we can use them at the Book Nook as well as the library. Evelyn indicated the sale proceeds would be kept separate by the library staff. It was decided to purchase burgundy color bags with white printing. The Friends logo will be on the bags as well as the library's web site address. Jan made a motion to approve the purchase, Edye seconded it, and it was unanimously passed.

- Becky provided information about "SignUp" which is a volunteer management system. Cost is \$10 per month and can be cancelled at any time. Our current method of contacting/signing up volunteers for different projects is very time-consuming and perhaps not always accurate. SignUp seems to be a better way to track volunteers. Jan made a motion to approve the purchase, Louise seconded it, and the motion passed unanimously.
- Becky requested the purchase of a new Square chip reader. Ours is very old, and in addition, banks will not assist us if a purchaser disputes the purchase. We recently had a purchaser dispute a purchase, and we lost money. The new reader must be compliant so that we avoid the loss of revenue. We also needed a new phone since our iPad is too old; Becky was able to donate a phone that was cleaned of data and able to be used for this process. The purchase of the Square chip reader was approved electronically by the executive committee.
- Jen requested \$106.86 to be used for the MeetUp software renewal. This has been very helpful for groups such as crafts, writing, etc. The request was approved.
- Jen requested \$100 for prizes for Bingo. Jen indicated she is also using leftover funds from the summer reading program for prizes. The theme will be "wellness." Evelyn indicated a \$1,000 grant was received from the Upper Hudson Library Association for programs including the winter reading challenge. Claudia made a motion to approve the \$100, Louise seconded the motion, and it was unanimously approved. Leslye will check to see if the previous gift card is refillable for this purpose.

WEB SITE, FACEBOOK, PUBLICITY AND LIBRARY E-NEWSLETTER

- Claudia reported that the Friends web page has been updated with current Minutes. The minutes for 2019 and 2018 are collapsed. Those minutes can be retrieved by simply clicking on the year to display each month.
- Information regarding the Love Your Library hearts will be submitted as well as information about the April Book Sale.

LIBRARY RENEWAL COMMITTEE

- Evelyn reported a meeting will be held this Friday, January 17, at 4:00pm to discuss different formats, events, and costs for the May 29, 2020 celebration of the library remodel. Note that the original date was May 15.

BOOK NOOK COMMITTEE

- Kate was unable to attend tonight's meeting. Information will be provided in February.

UPCOMING MAILING

- The Friends will be sending out thank-you letters to appeal donors as well as membership renewals. Renewal letters will be sent to our entire list. Becky will soon schedule a volunteer envelope stuffing.
- It will be arranged that Becky is authorized to print letters and labels at the library.

BOOK SALE

- In preparation for the April book sale, Jan and Lucretia will begin sorting at the end of January.
- Donations will only be requested if there is a need, which won't be known until at least mid-March.
- With the library renovation, there is good space for accepting donations as well as available carts.
- Jan will arrange orientation for volunteer sorters.
- Jan will send book sale info to *Local First*.
- It was reported that Kris will buy books at the end of the sale. He is also interested in buying books that are being recycled at the library weekly at four cents per pound. We will move forward with him starting in April.

LITTLE FREE LIBRARY

- Becky reported she has had a couple of people willing to make a little library box and someone willing to steward. A request should be added to the newsletter for others. Becky will contact the individuals who have responded.

MISCELLANEOUS

- Love Your Library hearts will be sold during February (beginning the 3rd). Donations are \$1.00 for a white heart or \$5.00 for a pink heart. Jen also suggested she could design a banner to publicize, at an estimated cost of \$15. Edye made a motion to approve the banner, Jan seconded it, and the motion was unanimously carried.
- The Friends now have some storage space located in Tech Services. The storage location may need to change, but for now, that is where it is. The Friends mailbox is on the countertop.

Meeting adjourned at 7:50 PM.

Next meeting: February 11, 2019 at 6:30 PM.

Meeting Minutes respectfully submitted by Claudia Thornton, Secretary.