



FRIENDS OF THE W.K. SANFORD COLONIE TOWN LIBRARY MEETING MINUTES March 10, 2020 – 6:30 PM

ATTENDING

Jan Hagen, Becky Klope, Louise McColgin, Leslye Milos, Evelyn Neale, Jennifer Soucy, and Claudia Thornton.

LIBRARY

Evelyn Neale reported:

- The Library has created a short survey, which is available both online and in paper form. It is hoped that the Library will reach non-users as well as current patrons. Surveys will be distributed at the farmers' market, local grocery stores, etc. The Library wants to hear what may be considered challenges.
- Except for the roof and heating system, building improvements are nearly 100% completed. Requests for bids are going out within the next two weeks for those items, and all should be completed by the end of 2020.
- The Technology Department is working on the Makerspace Lab and trying different things, such as a 3D printer.
- Also working on new signage throughout the Library.
- The marketing team is working on programs for the next few years.
- When Evelyn asked for suggestions the Friends mentioned:
 - Add a carpentry class (Claudia will send some contact information to Jen to get this started)
 - Although there is quite a bit more bench-type seating in the children's areas, chairs with more supportive backs might be more comfortable for grandparents attending with their grandkids.

- Questions were asked about the meeting rooms, and Evelyn indicated they must be reserved. For nonprofits, there is no charge. For-profit companies may be charged, but that has not been finalized.
- It was mentioned that Colonie Library events don't appear to be listed in the Times Union very often, and that the book clubs don't list a book to read.
- Perhaps bring extra books to senior centers.
- A new suggestion was for a bookmobile. The idea will be explored.
- Evelyn reported that more people are using the quiet area for studying and reading.
- The 20- to 40-year age group don't join the Friends probably because of lack of time.
- Has a library cafe ever been considered? It was reported that a couple of libraries have small ones, but they often don't work out.
- The craft sessions have been popular. Attendees at afternoon programs are usually age 50+. Those after dark are usually 20+ and are smaller groups.
- Perhaps add more DIY sessions.
- Becky mentioned that library books are being thrown away when they are determined to be out of circulation and not popular. Evelyn will follow up to determine if there is storage so that the Friends could sell these.
- Another issue is that ebooks take quite a long time. The average wait time is 45 days while a physical book takes less than 30 days.
- Colonie resident issues: not enough moderately priced one-story homes for those over 55; consider visiting trailer parks to encourage getting a Library card.
- How can we get young people to volunteer?
- Perhaps add a sign to the library entrance.

TREASURER'S REPORT

Leslye Milos reported:

- The Treasurer's Report was distributed.
- The checking account balance is \$26,991.43. Income for the past month was \$4,969.12, and expenses were \$1,875.99. Total of all accounts including 4 CDs and savings is \$69,229.31.
- Car-wash ticket sales raised \$1,221. The Love Your Library Hearts raised \$830. Membership dues received: \$2,535.
- Leslye passed around a thank-you letter from the Books for Troops organization.

- Richard recommended that Leslye use a printed form and handwrite every banking transaction. It was determined this was too time-intensive.
- Evelyn was given the \$500 cash for the Battle of the Bands event.

REQUESTS AND EXPENDITURES

- Ann-Marie requested \$290 for replacing 36 hard-cover books for the “We Both Read” series. Jan made a motion to approve the request, Louise seconded it, and it was unanimously approved.
- Jan made a motion to reimburse Jen \$22 for the Love Your Library project needs. Claudia seconded it, and the motion was carried unanimously.
- The Comic Day event will not be held this year so there is no need for funds.
- Katelyn has not made any purchases for the Book Nook yet so nothing to reimburse this month.
- Jen requested 2020 Summer Reading prize money. For the adult program and prizes, \$3,500 is requested; for the children’s program and prizes, \$1,000 is requested, for a total of \$4,500. (Evelyn will clarify the \$1,575 paid in November was for the previous year.) Jan made a motion to approve the total of \$4,500, Louise seconded it, and it was unanimously carried. A \$3,000 check will be given to the library, Jen will use the debit card for \$500 and give receipts to Leslye. For the children’s program, two \$500 Visa gift cards will be provided.
- The new Friends bags have been delivered to the Circulation Desk. They are for sale for \$1 each.

WEB SITE, FACEBOOK, PUBLICITY AND LIBRARY

E-NEWSLETTER

- Claudia reported that the Friends web page has been updated with current Minutes.
- Information regarding the April book sale was submitted via electronic form to the library.

LIBRARY RENEWAL COMMITTEE

- Evelyn reported the gala date is May 29. There will be food stations and passing of food; there will be a call to local bakeries and people for baked goods. There will be music. A letter will go out to request sponsors for the programs, not for the event. The guest list will include politicians and town board members, probably a total of 200 invitations.
- There has been no decision about alcohol at the event. Alcohol cannot be sold, but it may be given away.

- Tickets should be in the \$50-\$75 range.
- Still awaiting catering prices.

BOOK SALE

- More details will be worked out at the April meeting.
- Elissa's son's soccer team will do the "schlepping."
- Jen will do a banner for the mezzanine.
- Jan will run an orientation for those willing to sort over the summer for the Book Nook. Jan and Lucretia will not be sorting/straightening the Nook this summer so a schedule of volunteers will be needed.

Meeting adjourned at 8:00 PM.

Next meeting: April 14, 2019 at 6:30 PM.

Meeting Minutes [respectfully submitted](#) by Claudia Thornton, Secretary.