



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

NOTE: Because of the current CoronaVirus Pandemic, this meeting was held via Zoom, and we are back to evening meetings.

ATTENDING (via Zoom)

Edye Benson, Judy Fruiterman, Jan Hagen, Becky Klope, Louise McColgin, Leslye Milos, Sharon Parkis, Katelyn Reepmeyer, Jennifer Soucy and Claudia Thornton.

LIBRARY REPORT

No news this month.

TREASURER'S ANNUAL REPORT

Per Leslye:

- The Friends took in \$70.00 and spent \$232.61 in expenses.
- The checking account balance is now \$14,472.35; adding that to the savings account balance of \$1,136.50 and the 4 CD's of \$41,425.74, gives us a total balance of \$57,034.59.

REQUESTS

- Jennifer Soucy requested \$120.00 for an annual subscription to Canva, which is used for many computer applications such as flyers and facebook posts. This cost covers several users so the Friends could be given access to the software. Claudia made a motion to approve the \$120 request, Jan seconded it, and all voted in favor of the request.
- Jennifer Soucy requested \$500 for programs and craft materials for children and adult programs. The "make it and take it" programs are very popular. Story times are virtual. After discussion, it was decided cash was a more efficient method of

purchasing these items (from the Dollar Store rather than Amazon). Receipts will be kept and shared with the Friends. Leslye made a motion to approve the \$500 request, Edye seconded it, and all voted in favor of the request.

ANNUAL APPEAL LETTER

- The annual appeal letters were mailed and emailed.
- All agreed it was the easiest mailing so far. Becky gave great instructions, and several volunteers picked up their packet, folded/stuffed/sealed and packets returned to the Library for pickup by Becky who then stamped and mailed.
- Already, \$210 has come in.
- Jen requested that a copy of the letter be emailed to her so a copy of the letter can be included with curbside pickups. Becky will send it to Jen.
- Leslye will stop at the Library every couple of days to pick up the donations that come in so that she can make more frequent bank deposits.

BOOK SORTING & DONATIONS

- Edye said that the sorting is not that big a problem this year because the boxes go to the Stedman Room rather than the shed. Once tables are set up, the books can be sorted right out of the box. One or two people will be all that's needed for sorting. Marion will be handling the receiving of the donations.
- Edye reported that the books received the first couple of weeks contained a lot of high quality, newer hardcover books.

BOOK SALE

- Since Evelyn could not attend tonight's meeting, Jen explained the changes that had been discussed among Evelyn, Jen and Edye.
- Rather than using the Stedman Room, the books would be located in the area near where the Library greeter sits. It is felt that this will be a more efficient place to hold the book sale. The reason for the change from the Stedman Room is that there were concerns that the Library's roof work could still be happening.
- There will be 4-5 tables and 7-8 book shelves.
- It was also decided that the book sale could be held every day during the times the Library is open from December 5-15. This would give us two Saturdays and two Monday evenings for those that can't make it during daytime hours.
- Per Edye, once the tables are set up, we will only need someone to replenish the books each day before the Library opens. The Friends volunteer would be allowed in through the staff entrance approximately an hour before the Library opens.

- Evelyn and Jen and perhaps one other Library staff member will handle the cash box and the Square iPad. Therefore, no Friends volunteers are needed for this function.
- Edye asked if someone could sell car wash tickets in person at a table. It was decided no, but the tickets can still be promoted at the sale.
- Jen indicated the Library could also sell the Friends bags.
- Volunteers who replenish books must understand genres, although the boxes and tables will be labeled.
- Volunteers will be needed for the initial setup and scheduled for different times. This won't involve lifting/moving from the shed, so it should be much easier.
- Half of the boxes are already sorted.
- Jan has some leftover supplies from previous book sales to drop off at the Library. Jan and Jen will decide on a time that Jan can bring them to the Library.
- Edye will send a notice to Becky which can be emailed to our list.
- Jen asked if the Friends would like a banner. We agreed we would so Jen will create one for us.
- All items will sell for \$1.
- Jen will arrange to publicize the book sale (*Times Union, Spotlight, etc.*).
- There will be a sign located near the greeter indicating the book sale on the days it operates.

MISCELLANEOUS

- Jen indicated the Library hopes to expand services in January.
- Jen suggested purchasing wooden hearts that could be sold for \$1. Purchasers would decorate them and then return the hearts so they could be hung on a tree in the library. If anyone has or knows of anyone who has a white tree they would be willing to donate, that would be a great way to display the hearts.

The meeting adjourned at 7:10 pm.

Next meeting: Tuesday, DECEMBER 8, 2020 at 6:30 pm via Zoom.

Meeting Minutes respectfully submitted by Claudia Thornton, Secretary.