



## **FRIENDS OF THE W.K. SANFORD COLONIE TOWN LIBRARY MEETING MINUTE October 13, 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, David Ferrill, Judy Fruiterman, Jan Hagen, Becky Klope, Louise McColgin, Leslye Milos, Evelyn Neale, Sharon Parkis, and Claudia Thornton.

### **PRESIDENT'S ANNUAL REPORT**

Per Becky, events that were held:

- Annual membership appeal
- Membership renewal letters were sent out
- The book sale was held in November 2019.
- The “Love Your Library” fundraiser was held in February 2020.
- The Friends continued to sell Hoffman’s car wash tickets.
- Although the Book Nook could not be held at the Crossings, it was held on a smaller, manageable scale during the summer/fall 2020. We are thankful to Edye and Louise for coordinating it, and for the volunteers that helped out on Saturdays at the Library’s parking lot.
- The Friends had people volunteering for the Little Free Library project, but it came to a stop because of the pandemic.
- Our Spring Book Sale was cancelled.
- An author visit that was scheduled for March had to be cancelled.
- The Library renewal celebration was cancelled.
- Some Summer Reading Program Events were cancelled
- Friends meetings have been held via Zoom since May.

## **TREASURER'S ANNUAL REPORT**

Per Leslye:

- The Friends took in \$23,661.18 and spent \$24,423.95 in expenses.
- The Annual Appeal received \$7,662.00
- The Book Sale received \$3,539.28.
- Donations were made in the amount of \$4,930.00.
- The Heart Sale proceeds were \$790.00.
- The car wash proceeds were \$1,268.50.
- Membership dues received amounted to \$3,004.
- Square (credit card transactions) amounted to \$2,148.68.

Expenses were:

- Among the year's major expenses was the outdoor flooring for the children's playspace at a cost of \$11,300.
- As of 10/01/20 the new checking account balance is at \$14,640.92.
- Summary of all accounts, including savings, CDs, etc., is \$57,020.47.
- Leslye will look at book sale proceeds.
- Per Evelyn, the money (\$2,500) for the museum passes will sit until next year. They were not purchased for this year.
- Becky indicated the Friends have taken in \$2,813 since the inception of the Hoffman Car Wash ticket sales. Per Jan, perhaps the amount coming through Square should be broken down in reports, and detailed more, so that we have a better sense of the income per event. Per Becky, any of the officers can log in and set a filter to determine, but it does take some work.
- Dave asked what the financial year is. Becky responded October 1-September 30.
- Total balance now is \$57,014.56. The month's income was \$352.94, and expenses were \$142.95. Checking account balance is \$14,634.96, savings \$1,136.45, and CDs \$41,243.15.

## **LIBRARY REPORT**

Evelyn reported:

- The Town has released its budget, there will be a public hearing and vote on November 5.
- All departments have a 10% decrease for 2021. Ten staff are still furloughed until December 31. Jan asked what the budget decrease would entail for the Library. Evelyn responded it would be primarily staff and benefits. Joe Nash recently retired.

- Building bonds are starting to become due. Some bonds have completed, and new ones have started.
- The Library is busier every day, but the staff hours are shortened because of the shorter library hours. In addition, the work is probably a bit more tiring for the staff than pre-pandemic.
- The Library staff did a wonderful job responding to the recent power outage. The Library offered what the community needed: wifi availability, device charging outside, some charging inside. People called to ask about the Internet when their power was out. Some people stayed in the parking lot all day.
- The team is discussing how to manage the next steps, and they are working well together.
- Storytime is available via Zoom on Tuesday and Thursday mornings.
- Roof work has begun. The heating system project will happen in the spring. Sharon asked if the Library is receiving any grant money. Evelyn responded that \$150,000 was received toward the heating project. Also, for the second phase, we are receiving \$182,000, and then \$35,000 toward heating improvements.
- The Town received some money for PPE through a FEMA grant.

## **REQUESTS**

- Jen requested \$26.69 for a new banner to indicate Curbside Pickup's new phone number. Claudia made a motion to approve the request, Jan seconded it, and all voted in favor of the request.

## **ANNUAL APPEAL LETTER**

- Becky reported that the annual appeal letter usually goes out around Thanksgiving.
- There was discussion on how the process could be handled since we would not request volunteers to physically group in the library as we have in previous years.
- There could be instructions written up, and individuals could do a pack of 100 each. Dave, Leslye, Sharon, Louise, Judy and Claudia volunteered.
- Becky reported that printing was an issue. Evelyn will work with her to get the letters/labels printed.
- Dave will start the draft of the Library appeal letter, based on the previous letter (which Becky will send to Dave). A suggestion was made to include a statement by a patron (a testimonial) of what the library means to them. It was agreed the letter should be short and sweet.
- Rather than printing a separate form to return, it was suggested a tear-off on the letter would make the process easier.

- One person would coordinate the “kits” to give to each volunteer to fold/seal.
- Becky would affix the postage stamp to all.

## **BOOK SORTING & DONATIONS**

- Donations are currently received on Thursdays from 11am-1pm. The front door is being used because the roofing work is being done in the back of the library. The donated books sit over the weekend until Monday, when Marion sorts them.
- Some excess books have been moved into the shed.
- It was decided because of volunteer schedules that Wednesday would be the ideal day to sort and would also give a long book quarantine time.

## **POSSIBLE BOOK SALE**

- Evelyn suggested a way to accommodate the book sale: Customers would come in one Stedman door and exit through the other one. Books would be placed along walls; nothing in the middle. The cashier would be located outside. The book sale would be smaller in scale than in the past. There would have to be a maximum number of people allowed in the Stedman room at one time, similar to the Library’s procedure. To manage, someone would have to be counting outside and monitoring the line.
- Sharon feels the book sale is worth trying. Judy said many people look forward to it.
- The issue is that many of us are seniors and not comfortable participating in the Book Sale. A request will be put out to see if there would be enough willing volunteers, and to request the help of teen volunteers.
- The date for the potential book sale will be Saturday and Sunday, December 5-6.
- Edye will email her list of volunteers from the Saturday sales.
- Sharon, Edye and Dave are willing to plan and organize the Book Sale. Dave is willing to work the days of the sale.

## **MISCELLANEOUS**

- Regarding the sale of Hoffman Car Wash tickets, Judy indicated that when her schedule frees up, she will be willing to promote this fundraiser.

**The meeting adjourned at 7:40 pm.**

**Next meeting: Tuesday, NOVEMBER 10, 2020 at 6:30 pm via Zoom.**

*Meeting Minutes respectfully submitted by Claudia Thornton, Secretary.*