



## **FRIENDS OF THE W.K. SANFORD COLONIE TOWN LIBRARY MEETING MINUTE December 8, 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, Dave Ferrill, Judy Fruiterman, Jan Hagen, Becky Klope, Louise McColgin, Leslye Milos, Evelyn Neale, Sharon Parkis, Katelyn Reepmeyer, Jennifer Soucy, and Claudia Thornton.

### **LIBRARY REPORT**

Per Evelyn:

- Albany and Schenectady Public Libraries announced they are closing. The Colonie Library is relying on the Governor's plan so we are in the yellow zone. Patrons may now spend 15-20 minutes rather than 30 minutes. Express computers may be used once per day. Six people are allowed in the Friends book sale area for 15 minutes. The first day of the book sale, a Saturday, was challenging. A few kinks had to be worked out, but the book sale is going well.
- If the Governor changes our status from Yellow to Orange, we will eliminate patron use of computers; staff will instead assist with copying, etc. Browsing will be limited to grab-and-go and curbside service.
- Currently, most of the Town Offices are by appointment only.
- We will try to continue curbside service as long as possible, but there is a lot to think about regarding that process and staffing.
- Regarding the book sale, unless there is a hard shutdown by the Governor, Orange status would be grab-and-go.

- The roofing project is completed. The second part of the process involves custom-made metal panels near the bricks which assists with water issues. This should be completed by Christmas.
- The heating project will start in January. In the meantime, we have to hope for the best since there are frequent breakdowns.

## **TREASURER'S ANNUAL REPORT**

Per Leslye:

- There were no new requests.
- A check has not yet been received from Hannaford for the bag sale. Jen will follow up on it.
- A check was received from Hoffman's Car Wash for \$48.00.
- The annual appeal is doing well with 154 donations, for a total of \$6,846.
- A member of another public library thanked Colonie Library for providing such great service.
- One CD was renewed in September, and three were renewed on November 14 for a year. The interest rate is 0.49%.
- The Friends took in \$7,057.38 and spent \$696.20 in expenses.
- The checking account balance is now \$20,833.53; adding that to the savings account balance of \$1,136.55 and the 4 CD's of \$41,425.74, gives us a total balance of \$63,395.82.
- An annual audit must be performed by two people. Dave has agreed to do this, and Richard will be contacted to see if he's willing. The meeting will be scheduled in person on a January Saturday afternoon.

## **WEBSITE, FACEBOOK, PUBLICITY, AND LIBRARY E-NEWSLETTER**

- The 2021 Friends meeting dates will be added to our brochures and web page.
- The Annual Appeal information will be added to the Library's Facebook page.

## **BOOK SALE**

- A big thank you to Edye, Sharon and Louise for all of their work in making this possible.
- The Friends are using up a lot of their book inventory. Depending on this week's donations, books may be pulled from the shed. Books that are needed: romance, mystery and fiction.
- Friends volunteers should use the back door for early access.

- There were questions about the last book sale day. Grassroots Givers and one other organization would like to come in then. It was agreed that a person from each group could come in on the 16th at a set time.
- For those that buy 10 books, a Friends bag is given.
- On the first day of the book sale, \$539 was raised. On Monday, cash was \$310. Becky indicated credit card transactions were \$161 so far.
- Thank you to library staff for their help in the book sale.

## **BOOK SORTING & DONATIONS**

- Edge will look at the signup schedule and then determine how many volunteers are needed. Becky said that Karen L. is coming in tomorrow, Wednesday.
- Donations are still being accepted at the back door. Depending on the Governor's zone, this may change.
- At the end of the book sale, everything will be sent back to the shed for use at the Book Nook in the spring.

## **ANNUAL APPEAL LETTER THANK YOU'S**

- A thank-you letter must be written and copied. Volunteers are needed to assemble the letters for mailing similar to the way it was done for the annual appeal letter. Leslye, Claudia, Dave, Sharon and Louise agreed to help.
- A question was asked about our annual goal. We have always targeted \$10,000. Last year was approximately \$7,900, and for 2018, \$9,500.
- Jan mentioned it was our intent to reach out to more than our database. We will plan to do that in 2021-22, or as soon as able.

## **MEMBERSHIP 2021 RENEWAL LETTERS**

- These letters will be printed, copied and assembled by volunteers at the same time as the above thank-you letters. They will be mailed in February 2021.

## **MISCELLANEOUS**

- It was mentioned that there is a person who usually buys about \$100 worth of car wash tickets. Jen will reach out to her. The new full-service Hoffman's car wash ticket is \$42, but it does include an inside cleaning/sanitizing.
- Jen said that because of the increased COVID cases, it's probably best to wait to do the Love Your Library campaign. We will wait to see how things go after the holidays.
- Judy praised the Library staff during this pandemic time. They are super gracious and helpful.

- It was suggested that a “virtual book sale” could work by assembling bundles of books by author or genre. Jen and Sharon will work together on this after December 16.

**The meeting adjourned at 7:20 pm.**

**Next meeting: Tuesday, JANUARY 12, 2021 at 6:30 pm via Zoom.**

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