



FRIENDS OF THE W.K. SANFORD COLONIE TOWN LIBRARY MEETING MINUTE January 12, 2021 – 6:30 PM

NOTE: Because of the current CoronaVirus Pandemic, this meeting was held via Zoom.

ATTENDING (via Zoom)

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

LIBRARY REPORT

Per Evelyn:

- The Library is still following the State's Yellow status, the same as it has been. That means only express computers, 15 people for 15 minutes, etc.
- The number of people coming into the library is down slightly.
- If the Governor moves to Orange status, that takes away the computers, goes to 10 people for 10 minutes, print requests of 10 pages delivered curbside.
- Tax forms are not expected until the end of February. The Library has already begun receiving phone calls about them. It's expected the government will give some leeway on tax filing.
- Storytime signups were held, and both filled up.
- There will be a "make and take" soup craft.
- The roof work is finally completed so no more roof leaks!
- The heating system is the next renovation project. The Library lost a heat pump last week so it's hoped everything will be okay until the system can be replaced.
- Two Library Board Member (Donna Cramer-Sharer and Craig Blair) terms have been renewed for five years.

- On January 1, seven staff who had been furloughed were now laid off, and there were two staff who voluntarily terminated. Despite this, the staff are working well as a team and are focused on service.

TREASURER'S ANNUAL REPORT

Per Leslye:

- David Ferrill and Richard Friedman agreed to audit the Friends accounts. The meeting is scheduled for this Saturday, January 16, 2021, at 1PM.
- There were no new requests.
- Income for the month was \$5,946.15, and expenses were \$271.11, for a new checking account balance of \$26,508.57. The total balance of all accounts is \$69,138.15.
- It was discussed and decided that since there was no immediate need for a large amount of the checking account money, that \$10,000 would be moved to a new CD. Claudia made a motion to move the \$10,000, Edye seconded it, and all voted in favor of the motion.
- Leslye mentioned that there is a missing \$100 check (for the appeal) that she is following up on with the bank.
- The amount raised from the appeal was \$10,434.57.
- No money has been given yet for "make and take" crafts.

WEBSITE, FACEBOOK, PUBLICITY, AND LIBRARY E-NEWSLETTER

- Evelyn requested that the Zoom monthly meetings be changed to 5:30pm. All in attendance agreed the time change was acceptable.
- The 2021 Friends monthly meeting Zoom times will be changed on our brochures and web page.

BOOK SORTING & DONATIONS

- No one is currently signed up for book sorting.
- Edye is not sure what the shed holds. It's believed that the shed is already sorted, but it could be weeded out.
- The Library continues to take donations. It was reported that the Library is still overwhelmed by the amount of donations during the two-hour weekly period. Sharon suggested that donations be suspended for a couple of months.
- A virtual sale was suggested. This would take some research.
- Edye will discuss the current book inventory with Kate and see if some books can be thrown away.
- It was suggested that Becky send out another reminder for sorting volunteers.

- The newly donated books are stored in Tech Services and need to be sorted. Sharon volunteered to do some sorting next week before the Library opens for the day.
- The book sale final total was \$2,773.70. Excellent job by Edey, Louise, Sharon, and Library Staff.
- GrassRoots was mentioned as an organization that will take children's and young adult books.

ANNUAL APPEAL LETTER THANK YOU'S

- Becky has the Thank-You Letters printed. Only two volunteers are needed to stuff for this mailing. Claudia and Louise volunteered to pick up letters at Becky's and return to her. Becky will complete the mailing on Friday.
- The final total was \$10,434.57 from 213 donors, an amazing amount considering the pandemic issues.

MEMBERSHIP 2021 RENEWAL LETTERS

- The membership letters will go out in February.

MISCELLANEOUS

- The Library's budget has been cut by 15%. There was discussion regarding what the Friends could help with. Ideas were digital material, programs, databases, etc.
- Hoopla was discontinued, it was rather expensive for the number of people it served.
- Colonie is the largest digital user in the UHLS.
- Overdrive was also discussed. Money put into this app is well spent. It gives our users first advantage. Sharon learned that there is a Book Club feature that may help her book club, which has continued to add members.
- Evelyn will explore/research Advanced Overdrive.
- The "Love Your Library" Hearts will not be done this year because it would increase the amount of time patrons would be in the Library.
- Lots of young people are registering for library cards and are coming into the Library.

The meeting adjourned at 7:45 pm.

Next meeting: Tuesday, FEBRUARY 9, 2021 at 5:30 pm via Zoom.

Meeting Minutes respectfully submitted by Claudia Thornton, Secretary.