



FRIENDS OF THE W.K. SANFORD COLONIE TOWN LIBRARY MEETING MINUTES February 9, 2021 – 5:30 PM

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

ATTENDING (via Zoom)

Edye Benson, Dave Ferrill, Jan Hagen, Becky Klope, Queen Lewis, Louise McColgin, Leslye Milos, Evelyn Neale, Sharon Parkis, Katelynn Reepmeyer, Jennifer Soucy, and Claudia Thornton.

LIBRARY REPORT

Per Evelyn:

- Things are moving along well.
- No physical events are planned yet. That will probably happen in the summer.
- For school break week, we expect a good turnout for people to come in and browse.
- No computer appointments are allowed yet.
- Once we are allowing 30 people into the library, we're still not at one-quarter of our capacity.
- The first Library Board Meeting was held in January. Craig Blair is the President, Donna Cramer-Sharer is the Vice President, and Mary Ellen Bolton is the secretary.
- We are working on the Annual Report.
- The circulation numbers are quite good considering that we were closed for 11 weeks. Overdrive use was higher than 2019. Regular circulation is not down as much as we had expected. Staff are still on reduced hours. As mentioned at the last meeting, staff was cut by a total of nine. Everyone is adjusting to what's new. Going forward, we will be very thoughtful so far as staffing.

TREASURER'S ANNUAL REPORT

Per Leslye:

- The annual audit was performed on January 16, 2021 by David Ferrill and Richard Friedman. Dave made a comment that the audit was able to be accomplished in less than 30 minutes because of Leslye's orderly presentation of documents.
- Leslye checked into the CapCom savings account. CapCom requires a savings account to be a member. It was agreed to leave the current funds in that savings account.
- On January 21, 2021, Leslye opened another \$10,000 CD with CapCom. The term is for one year, and the interest rate is 0.5%.
- The Friends earned approximately \$650 on the CDs.
- Form 990-N was filed for 2020, and confirmation was received.
- There was discussion regarding two checks for the annual appeal. One has not cleared, so the donor is reissuing their check. The other check had an issue with the date, but that has been resolved and deposited.
- Income was \$2,037.83. For the 2020 appeal, \$1,156.57 was received, the Square receipts for the book sale were \$325.01, Boscov's check for their fundraiser was \$88.11, donations of \$25 were received, the sale of Hannaford bags raised \$174.00, Hoffman's car wash receipt was \$90.00, and \$179.14 was raised by memberships.
- Expenses were \$10,115.98 consisting of the \$10,000 CD and \$115.98 for Crystal Rock.
- The new checking account balance is \$18,430.42. Together with the savings balance of \$1,136.65 and the 5 CDS (\$51,526.36), our total balance is \$71,093.43.
- A question was asked about how to pay library fines. Evelyn responded it can be done online.

REQUESTS AND EXPENDITURES

- Evelyn requested \$1,000 to be used for physical and digital copies for the book club. With Baker & Taylor and 15 copies of a title, the library will also have access to the author. Once the book club has completed that title, the copies will go into the regular collection.
 - Sharon asked if there is a list of authors and books. Evelyn will share the information in advance.

- Some book club members want e-books, and Nate will work on this with Sharon.
- Kate asked what the total cost of Baker & Taylor is. Per Evelyn, it is hard to say the actual cost because there are variables. We will evaluate and move on from there.
- The Meet the Author event will be announced and available for signup.
- Becky made a motion to approve the \$1,000, Sharon seconded it, and it was passed unanimously.
- A request was made for a subscription to YouTube Music for story times. The cost is \$15 per month. Jan made a motion to approve, Edye seconded it, and it passed unanimously.
- Jen requested that the Friends donate two Hoffman car wash tickets for prizes at the two bingo nights. They will be put in a gift basket with a few car accessories. Becky indicated she may have 4 tickets, but she will confirm. Claudia made a motion to approve the \$48 request, Jan seconded it, and it was unanimously approved.
- Evelyn requested the Friends provide funding for a security and surveillance camera system, not to exceed \$15,000. Evelyn indicated the library no longer needs the money for Maker Space that the Friends were going to fund.
 - Evelyn has one quote so far, but she will be getting more.
 - Dave will send Evelyn the name of a vendor.
 - This project is expected to be done on the interior of the building by April; the outside work will be dependent upon the weather.
 - There was discussion about when payment would be needed since a lot of the money is in CDs.
 - Jan made a motion to approve up to \$15,000, Claudia seconded it, and it was passed unanimously.

BOOK SORTING & DONATIONS

- Queen is going to help sort. Sharon did sorting this past Wednesday in the morning before the library opened.
- Per Evelyn, space in the shed is a concern.
- Perhaps some books can be moved to the Book Nook.
- Could there be a reorganization day?
- Sharon said Edye indicated some of the books could be thrown away, but most of these are located in the back of the shed.
- Could some of the tomato boxes be moved to the Book Nook?
- Sharon asked if a small area could be set up in the Stedman Room. Sharon could come in every Wednesday from 9-11 am if a table were set up there.

Evelyn will have someone move the boxes in on Mondays to the Stedman Room. Edye can help Sharon on Wednesday mornings. Will follow all protocol re masks, gloves, distancing, etc. This will free up some space in the shed and better prepare us for the Book Nook opening.

- It was also discussed and agreed that it would be helpful to have consistent boxes, perhaps banker boxes, of the same size and weight. Kate lives near a restaurant and can get some boxes. This would make the storage neater and more efficient.
- The question was asked: How many books are donated each week? Sharon indicated it varies.
- If we move the tomato crates to the Book Nook, who has the key? It was discussed how to arrange the opening with the Crossings Maintenance staff.
- It was requested that library staff move 8 boxes to 2 tables in the Stedman Room, starting on February 17.
- Instead of the two-box donation limitation, maybe we should be accepting only say, 10 books?
- There aren't a lot of donations this week, maybe 2-3 boxes.
- Someone is signed up for sorting tomorrow. Contact that person if needed.
- A big thank you to Sharon and Edye!

MEMBERSHIP 2021 RENEWAL LETTERS

- Becky is finalizing the membership renewal letter, and it should be ready by the end of this month.
- It will be done the same as last time: assemble in groups, five people needed. Sharon, Leslye, Louise, Queen and possibly Dave will assemble. Becky will be in touch with volunteers.
- We have never sent out thank you's for membership payments. Should we do this? It was agreed it would be a good idea.
- Kate suggested the accomplishments and goals be included. In the past, we've done the playground flooring, programs to reach more people, assistance with reconstructions money, etc. Goals are the surveillance/security system and digital media.

MISCELLANEOUS

- Kate discussed the uncertainty of the Book Nook. If anyone has recommendations to make it easier, please be in touch with her. For example, it's physically demanding to put up the tents and tables.

- Unfortunately, Zoom cut our meeting off at 6:34 pm, but we communicated via email after that.
- (Email after meeting) Kate said thank you to Edye for taking the reins on the summer book sales in 2020. The customers were very appreciative. Kate had the opportunity to speak with other Friends groups, and they were impressed with our ability to stay operational during COVID.
- Please provide any feedback by March 2, 2021 to Kate. The Book Nook Committee will work on the plans for 2021. If anyone else is interested in participating, please let Kate know.
- (Email after meeting) Per Sharon's February 11 email, the shed emptying and restocking has begun.
- Sharon also felt it would be helpful to have a "cheat sheet" so folks would have a better handle on what to sort, how to sort, what to keep, etc. Sharon is willing to draft this instruction sheet. Please forward any suggestions to Sharon.

The online portion of the meeting adjourned at 6:34 pm.

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

Meeting Minutes respectfully submitted by Claudia Thornton, Secretary.