



**FRIENDS OF THE
W.K. SANFORD COLONIE
TOWN LIBRARY MEETING MINUTES
May 11, 2021 – 5:30 PM**

NOTE: Because of the current CoronaVirus Pandemic, this meeting was held via Zoom. Meetings were not held during March and April 2021.

ATTENDING (via Zoom)

Dave Ferrill, Becky Klope, Louise McColgin, Leslye Milos, Evelyn Neale, Sharon Parkis, Katelynn Reepmeyer, Jennifer Soucy, Claudia Thornton, and Mary Van Ullen.

Introductions were made.

LIBRARY REPORT

Per Evelyn:

- The Library is doing well. Summer programs will primarily be held outside under a tent.
- Some adult in-person events scheduled are digital photography and a writing class.
- Because of the Governor's policy changes, the Library services have expanded. Patrons may sit in the mezzanine or reading room, and both areas are being used.
- Quotes are being requested for a new sign and for a sprinkler system, and bid documents are being worked on for the heating system.
- A request was received for creating a little free library at the Mohawk River Park/Cohoes. Becky said she has received another request. The Friends were about to meet about creating these little libraries when the pandemic "pause" happened. The program will be revisited.

- Evelyn stated that ordering the boxes from the Little Free Library organization would be about \$250 per box. Previously, some people have offered to build their own boxes or build them for others.
- Refilling the boxes was discussed. The Library staff will set aside books while sorting and keep them in a specific bin.
- If the Little Free Library box is on Town property, do we need permission? Becky will handle and include Evelyn.
- There is a new feature called “Tale on the Trail” which will be available at the Menands Trail and the Palmer Pocket Park on the Schenectady Border. Children and their parents can read a story along the path.
- Becky made a map of where some of the little libraries may go. The map could be a helpful tool to let our patrons know where little libraries, the new Tale on the Trail, etc. are located.
- Jen had a great idea for the Giving Tree. It would be located where the greeter station was. It would be a combination mural with a 3D element to it. The Library staff would use a crafting machine to create the leaves with names printed on them. The trunk of the tree could contain a digital sign which would show updated information. Regarding the mural, Lois Lansing would be doing that piece. Although it will show the donors from the 2016 40-year gala celebration, it won't be static. The Board is okay with the sign, and Evelyn will talk to staff now.
- The Board has approved a Gift Policy, and the document has been shared with the Friends. After something has been named for a donor, the location may in the future be modified, but the donor will be included as much as possible in the decision.
- Becky asked about the sign quote. Evelyn said an easement was obtained to put a sign at the corner of Field and Maxwell Drives. It will match the sign on Albany Shaker Road. It will be a V shape. Evelyn acknowledged it has been difficult getting quotes. If anyone knows of someone that could do the work, please let her know.
- It was asked if book donations are being taken at the Nook, and the answer is yes. Evelyn suggested there be a limit, maybe one box. The Library continues to accept donations on Thursdays from 11-1. Sorting is still happening at the Library.
- Becky said she and Edye have been actively working at the Nook for a couple of weeks, and it is in good shape. No books are needed right now.

TREASURER'S ANNUAL REPORT

Per Leslye:

- March, April and May 2021 Treasurer Reports were provided.
- The following numbers are for the last report, May 2021:
 - Donations were \$376.05, receipts from Hoffman Car Wash \$72.00, Membership Fees \$355.00, donations through Square, \$212.72, memberships through Square \$383.24 for a total of \$1,399.01.
 - Expenses included: \$138.45 for Crystal Rock, \$24.83 for Thank-You Membership Letters and Envelopes, for a total of \$163.28.
 - The summary of accounts: Checking \$21,762.59, savings \$1,136.79, and five CDs \$51,587.05, giving a grand total of \$74,486.43.

REQUESTS AND EXPENDITURES

- Becky noted that lovely thank-you letters had been received from both Ann-Marie (Youth Services) and Elissa (Adult Services) for Friends donations for their respective programs. Their numerous programs were listed so that the Friends could see the benefit of the donations made for gift prizes. Mention was also made of the groundcover for the children's play space which will be "great when it reopens!!
- Evelyn requested two \$500 gift cards for the Youth Services programs, and one \$500 gift card for adult/teen programs. In addition, a maximum of \$30 was requested for two program banners which Jen will purchase. Claudia made a motion to approve these requests, Sharon seconded it, and the motion was unanimously approved.
- Evelyn stated that Leslye should be on the lookout for a check of approximately \$622 from Ronald McDonald. The Library raised over \$6,000 with its March Reading Challenge!

WEBSITE, FACEBOOK, PUBLICITY AND LIBRARY E-NEWSLETTER

- It was proudly noted that the Colonie Library was again voted #1 in the *Times Union* poll!
- Claudia asked who updates the Library website so that the person can be notified when the Friends has an updated newsletter. Evelyn said Jessica Kaercher and Nate should be notified. She also indicated that Jessica is working on an updated Library web site which should be ready in July.
- Claudia asked if anyone would be interested in submitting an article for our Friends newsletter indicating the value of the library to them. Mary Van Ullen volunteered.

- Dave asked if a “sandwich board sign” could be used on Albany Shaker Road where the Farmers Market sign is, to indicate the Book Nook is open. Evelyn will check regarding approval.

MEMBERSHIP 2021 RENEWAL LETTERS

- Becky said we now have 215 active members.
- A total of \$3,867.60 in membership dues has been received thus far.
- Some discussion was had regarding the number of letters that went out (600) and the numbers compared to previous years. Becky mentioned that we had done back-to-back requests by asking for annual donations and then the membership dues. Perhaps this affected the membership results, but the annual donations were \$3,000 higher than the previous year.

SUMMER READING PROGRAM

- Evelyn said this year’s program is called Tails and Tales. They are still trying to figure out town policy re masks, etc. About 300 attended last year’s Summer Reading programs.

BOOK NOOKS

- The Book Nook opens this Saturday, May 15, from 9:00am-1:00pm. Two volunteer shifts will cover staffing. An email notification went out which includes a link to sign up.
- Kate helped to clean up the Nook area, and we had lots of donations to fill it up.
- Wheel casters have been added to carts and tables to make it easier to roll them out. There is a new clear bin for kids’ books which will also be easier to roll out.
- There are new signs on the book shelves.
- Kate ordered the shade. It will be here Monday, in time for the second week.
- Kate asked about teen helpers, coordination and expectations. Elissa has signed up teen helpers. There will be one teen assigned and two adults per shift. Becky will ask Elissa for the list of teens. Teen tasks will include moving heavier items and cleaning up.
- There are guidelines listed for both teens and adults when people sign up.

The meeting adjourned at 6:33 pm.

Next meeting: Tuesday, June 8, 2021 at 5:30 pm via Zoom.

Meeting Minutes respectfully submitted by Claudia Thornton, Secretary.