



FRIENDS OF THE W.K. SANFORD COLONIE TOWN LIBRARY MEETING MINUTES DECEMBER 14, 2021 6:00PM

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

ATTENDING (via Zoom)

Dave Ferrill, Mary Ellen Jung, Becky Klope, Karen Langell, Louise McColgin, Leslye Milos, Evelyn Neale, Jennifer Soucy, Mary Van Ullen.

LIBRARY REPORT

Library Report was given by Evelyn Neale. The statewide mask mandate has helped to reinforce the Library's mask policy. The Library Board is working on revising some policies. The website is being redesigned and will be rolled out in January. There will be programming for children during the school break. The Giving Tree will be relocated to a location between the book drop and the circulation desk. The William K Sanford plaques, which had been removed during renovations, need to go back up but are heavy and attaching them to the wall requires careful planning and execution.

TREASURER'S MONTHLY REPORT

Per Leslye:

The December 2021 report was submitted.

Income: Annual Appeal \$2,165.00, Square Inc. Book Sale \$581.88, Square Inc. Membership/Donations \$57.96, Memberships \$10.00, for Total Income of \$2,814.84.

Expenses: Crystal Rock \$167.57, Envelopes/supplies for Annual Appeal \$66.72, Mailing of Annual Appeal \$93.23, Visa Cards/fees YS Take & Make \$211.90, YouTube October and November \$29.89 for a total of \$569.40.

The summary of accounts: Checking \$21,318.21, savings \$1,137.19, and five CDs \$51,734.77, giving a grand total of \$74,190.17.

Evelyn noted that she is preparing a “wish list” of library needs that she will be sharing. Some of the items include about \$9-11K for programming, museum passes, a room divider for the Stedman Room and a special collection request.

REQUESTS AND EXPENDITURES

Evelyn sent a request for Career Exam Passbooks, priced at \$2,500. The Passbooks are a very popular collection. They are test prep books for everything from Accountant to Wastewater Technician. The request was approved.

WEBSITE, FACEBOOK, PUBLICITY AND LIBRARY E-NEWSLETTER

The electronic newsletter was discussed. Mary is willing to continue to create the newsletter, but needs help with content. The newsletter will be short, with a goal of keeping people informed about Friends’ activities. Jen suggested that we could survey patrons for feedback about what they like about the Library. This could be done both in person at the Library and online via a short web form on the Library FaceBook site, and could be coupled with a fundraising effort. The results of the survey would be analyzed and written up for the newsletter. Volunteers from the Friends could staff an in-person table in the Library during the busiest hours, which are usually 10am-12pm starting sometime in January if conditions permit this.

END OF THE YEAR APPEAL

The End of Year Appeal letter went out and thank you letters will go out in January. We will need volunteers to help with stuffing envelopes. Becky is looking for vendors to get envelopes printed for future use rather than using labels.

COMMENTS/SUGGESTIONS

Mary Ellen reported that a group has formed to mend donated books for the RED Bookshelf, a non-profit community literacy program that provides free books to children. The group is meeting twice a month at the Library.

The meeting adjourned at 6:40 pm.

Next meeting: Tuesday, January 11th via zoom at 6pm. The Zoom link will be sent out with the agenda.

Meeting Minutes respectfully submitted by Mary Van Ullen, Secretary.