



FRIENDS OF THE W.K. SANFORD COLONIE TOWN LIBRARY MEETING MINUTES

January 9, 2018 – 6:30 PM

ATTENDING

Edge Benson, Jan Hagen, Becky Klope, Nancy Lapierre, Rick Lapierre, Louise McColgin, Leslye Milos, Evelyn Neale, Jennifer Soucy, and Claudia Thornton.

INTRODUCTIONS

The meeting began with general introductions.

LIBRARY REPORT

Evelyn Neale provided an update on Library activities:

- For safety reasons, Phase 2 of the renovation was moved to Phase 1.
- Work on the small meeting room will start early in February. The selected “DIRT” wall system is flexible and is on State contract. The library is awaiting quotes for installation. In the meantime, Shawn is taking down some walls.

- Discussion ensued about naming some piece of the project as being supported by the Friends. An example might be a specific room.
- Carpet tiles are on State contract, and the library is looking at which carpeted areas can be replaced first.
- Physical construction will begin with the expansion of the vestibule and circulation desk area.
- The sprinkler system installation will require a lot of moves within the library.
- The outside sign has not yet been installed due to weather delays.
- A question was asked if there were plans for a “book drop-off” area. This will be part of Phase 2 which includes the reorganization of the parking lot.
- Originally the staff kitchen was part of the master plan, but because of budgetary constraint was eliminated. The staff refrigerator stopped working. Next month, there will be a request of the Friends for \$1,000 for the staff kitchen renovation. It’s possible that the old kitchen may be sold as “vintage.” The staff kitchen will be renovated as inexpensively as possible, using the Habitat Restore, etc.
- A new facilities person has been hired (Mike). There are now 2 full-time and 1 part-time facilities staff.
- The library will soon hire a part-time children’s librarian.
- The Town has approved an additional \$750,000 for the project.
- Assemblyman Phillip Steck is working on grants for the Library; \$500,000 has been committed, and there is a high expectation of another \$500,000.

LIBRARY BOARD REPORT

Jan Hagen and Evelyn Neale reported:

- Jan Hagen has been attending the Board meetings on behalf of the Friends. She reported there is a Subcommittee working on the Bylaws. So far, there is a little money to spare in the budget. Oaths of office were completed.
- Advocacy Day is February 27. Anyone is welcome to attend.
- It was noted that as part of the UHLS Interlibrary Loan, the approximate cost to the library is 50 cents per transferred item.

TREASURER'S REPORT

Leslye Milos provided the Treasurer's report.

- Leslye reported that the 2017 End-of-Year Appeal (as of today) provided approximately \$10,500! The Friends are very thankful for the support of these contributors. Next year, the Friends will begin the campaign planning earlier and send to a broader list.
- The costs of sending out the 2017 appeal letter were approximately \$343.
- A check was received from the NYSUT Employee Outreach Network in the amount of \$415.32. This amount was collected through their dress-down day. A thank-you letter will be sent.
- The Friends account balance is \$57,927.35. Deposits totaled \$8,507.40, and withdrawals \$241.30.

REQUESTS AND EXPENDITURES

- Requests received:

- Love Your Library - Request for \$9.00 reimbursement by Jennifer Soucy for 6 packs of cardstock. Hearts will be sold for \$1 and \$5 each. APPROVED

- Museum Passes for 2018. Jennifer Soucy is requesting two passes be added to the collection: \$125 for Olana and \$85 for the Albany Institute of History & Art. This will make an annual total cost of \$1,325 for all museum passes. It was asked how often the passes are used, and it was reported they are used “a lot!” APPROVED

- There is going to be a project to show appreciation to the library pages. They have been very helpful in assisting with all the book relocations. The request is for \$400 so the Library can purchase a supply of gift cards to be given as needed. APPROVED

- It was noted that the March 2018 Tech Fair may need some additional funding.

WEBSITE, FACEBOOK, PUBLICITY AND LIBRARY E-NEWSLETTER

Claudia Thornton reported:

- The Friends web page was updated, and information supplied for the next Library online newsletter.
 - Information about book donation and need for plastic grocery bags for the book sale.
 - Amount raised by the End-of-Year Appeal
 - Love Your Library for February

- Announce museum passes

MEMBERSHIP

Jan Hagen reported that she is drafting a letter to be sent to businesses. A contact person will need to be assigned for follow-up. Evelyn and Jennifer will discuss the benefits that could be provided to the businesses. It was agreed that the membership fees would be: \$100 for small businesses, \$250 for corporate sponsors and \$500 for marketing sponsors. The thinking is that it's better to approach businesses earlier in the year rather than later.

Nancy and Rick Lapierre reported:

- A letter is needed to bill those who haven't donated in 2017. Jan will share the draft with everyone.
- Last year's bill went out January 29 so we are on target.
- Once the letter is finalized, Evelyn will get it copied.
- Questions about envelopes: should we do window envelopes, printed envelopes?

END-OF-YEAR APPEAL

- Claudia will work on the merge for the thank-you letters.
- Assistance will be needed for that mailing.

FUNDRAISING COMMITTEE REPORT

Jan Hagen reported:

- Book Sale - Jan and Lucretia are sorting the books that arrive. A work plan is being drafted.
 - Publicity will be needed in the Times Union, the Penny Saver, etc. Jen will work with Jan.
 - Need help getting clean plastic grocery bags.
 - Estimated sales schedule:
 - Thursday (26th) 5-7:30 PM
 - Friday (27th) 10 AM - 5 PM
 - Saturday (28th) 10 AM - 4 PM
 - Possible bag sale on Sunday (29th).
- Outstanding question about whether we can use bingo as a fundraiser. Evelyn will research.
- No date set yet for Open House; may be in the fall.

Meeting was adjourned at 7:40 PM.

Next meeting: February 13, 2018 at 6:30 PM