

FRIENDS OF THE COLONIE LIBRARY
MEETING MINUTES
FEBRUARY 13, 2018

Present: Donna Cramer-Sharer, Jan Hagen, Becky Klope, Louise McColgin, Leslye Milos, Sharon Parkis, Jen Soucy.

Introductions: The meeting began with introductions.

Library Report: Jen Soucy reported:

- The Library is still waiting for the installation of lights and the new sign.
- Bids for Phase I of the renovations are being requested and work is expected to start in April.
- The kitchen update is on hold at this point.

Library Board of Trustees Report: Donna Cramer-Sharer reported:

- Craig Blair was elected to serve as president and Florence Abrams was appointed to the Board.
- The Board is reviewing their by-laws.
- The annual report is due in February.
- A wide range of bids were received for installing the lights in the parking lot.

Treasurer's Report: Leslye Milos reported:

- The financial books for the Friends were reviewed by Sharon Parkis and Edye Benson. The next review will be in April.
- The required IRS tax form (990-N) for 2017 has been submitted.
- The balance as of 2/13/18 was \$56,666.52.

Requests for Expenditures

- The leadership team approved a time sensitive request for annual membership to Robly which is the Library's e-newsletter platform.
- The following requests were approved at the meeting:
 - A request for \$10 to purchase comic books for the annual Free comic Book Day
 - A \$250 request in support of the Tech Fair
 - A \$10 request for Love Your Library displays
 - A \$15.95 request for a local author's book that is not available through Baker and Taylor system for purchases
 - Jen Soucy was also authorized to get a banner for the book sale.

Website, Facebook, Publicity, and Library e-newsletter: No update.

Membership

- Membership renewal letters for 2018 were sent.
- Becky Klope has “cleaned up” and organized the membership database for ease of use.
- A discussion of our need for a new person to coordinate and maintain the membership database was resolved with Leslye Milos agreeing to enter membership renewals and new members. In September or October, 2018, Sharon Parkis will work on the membership database in conjunction with the annual appeal and membership renewals.
- Business memberships and library access for employees of businesses in Colonie is to be discussed further.
- There was also discussion of non-resident access for individuals and families paying an annual fee.

Year-End Appeal

- Thank you letters have been mailed.
- Proceed were about \$10,500 from the 2017 annual appeal.

Book Sale

- Some announcements for local publications have been submitted. Additional ones will be submitted closer to the date.
- Book sorting of donations is on-going. Edye Benson is interested in helping with this.
- Jen Soucy has drafted great flyers announcing the book sale. She will also work on bookmarks announcing the sale.
- Jan Hagen will meet with Jen Soucy to review some additional details about the sale.
- Requests for help from volunteers will be made in April.

Ongoing and Upcoming Events

- Love Your Library is underway and about \$100 has been raised. Jen Soucy suggested some volunteers staff a table during the last two weeks of February. She will send out suggested times for this and Becky Klope will request volunteers.
- Library Advocacy Day is February 27, 2018.
- Spring Book Sale is April 26-29, 2018.

Next Meeting: March 13, 2018 at 6:30 pm