



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

May 8, 2018 – 6:30 PM

ATTENDING

Annette Argyros, Donna Cramer-Sharer, Jan Hagen, Ann-Marie Helldorfer, Becky Klope, Rose Marrantino, 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:

- The new sign is installed and looks great. The letters will be added soon, but someone must be designated to change the text as needed.
- Library is awaiting a quote for the logo.
- The first full contractor meeting was held. A schedule will be available soon. Work will begin on the vestibule. A temporary walkway will be created to the Stedman Room. Different parts of the library will be closed as work is done

there. Contractors have been instructed to be careful in the garden area. Shawn took up the memorial bricks and put away for safekeeping.

- There will be an adult reading program this summer as well as the children's reading program. For the adult program, the survey received 300+ responses. The children's program will be linked with the South Colonie School students; we usually have about 1,000 summer readers, but we anticipate it may be as high as 6,000 this year. Book goals will be set, and the reading records will be shared online with teachers who will encourage students.
- The Library may offer breakfast and lunch for children. If so, the Library will need industrial refrigeration. The food is delivered once for the entire week. Evelyn reported she is also working with Crossings staff and possible alternate sites (Crossings, Pruyn, etc.). Volunteers may be needed to help with the meals. There would be 40 servings of each meal. The meals may be served before or after pre-school storytime.
- Adult Summer Reading kick-off will be held July 9 at Wolf's 1-11, which can accommodate 600 people. Light snacks, soda and water are included. Musician Ryan Clark will perform.

LIBRARY BOARD REPORT

Donna Cramer-Sharer reported:

- The Board's bylaws are still under review.

- It was also indicated that the Friends should review their bylaws for compliance, that the Friends may want to simplify the current bylaws, and that the Board would be willing to help, if needed. Evelyn also suggested reviewing the bylaws of other Friends Library groups to find something more workable.

TREASURER'S REPORT

Leslye Milos provided the Treasurer's report.

- The book sale proceeds were \$4,557.87, and after expenses, the net profit was approximately \$4,400.
- The Friends account balance is \$62,079.94. Deposits totaled \$4,819.30, and withdrawals \$325.35.

REQUESTS AND EXPENDITURES

The following requests were presented:

- Jennifer Soucy requested \$1,000 for the first-time Adult Summer Reading Program. The \$1,000 would be broken down in these approximate increments: \$150 refreshments, \$250 games, \$400 grand-prize finale, and \$200 for small prizes. Anything not spent on the program will be returned to the Friends. Jan made a motion to approve, Leslye seconded it, and all approved. This funding is needed for June.
- Jennifer asked if anyone is interested in soliciting local businesses for gift cards to be used for the program.

- There will be several small programs such as an ice cream social, craft game day, exercise class and a paint 'n sip at the Crossings.
- It was suggested that the Friends apply for the Stewart's Holiday Match. However, it was reported that the Library receives funds from the Holiday Match so the Library is already benefiting from this charity.
- Ann-Marie Helldorfer requested \$2,320 for the Children's Summer Reading Program. South Colonie School District is collaborating with the Colonie Summer Reading Program; it will be a required reading assignment for the students. The student reading information will be shared online with the students' teachers. Therefore, the Library will see a big boost in enrollment numbers in this program. The Library will also encourage the students' parents to sign up for a library card if they don't have one. The students will be given a weekly "spirit stick" for completing their assignment. At the end of the summer, there will be a teen pizza party to thank the teen volunteers. Jan made a motion to approve the \$2,320, Claudia seconded it, and the motion passed unanimously.
- Evelyn presented information about an upcoming need for the Library garden: 3-4 yards of topsoil and perennials. There are 4 or 5 volunteer gardeners who take great pride in keeping our garden looking its best.
- Evelyn presented a request of approximately \$10,000 for a book drop. The Library will lose its current book drop during construction. The new book drop can hold approximately 1,100 books and 2,800 DVDs and is about the size of a

dumpster. There are two slots and two rolling carts. Book returns occur mostly evenings and weekends. There will be a sign to indicate it was donated by the Friends. Jan made a motion to approve, Leslye seconded it, and it was unanimously approved.

WEBSITE, FACEBOOK, PUBLICITY AND LIBRARY E-NEWSLETTER

Claudia Thornton reported:

- Claudia has not received notification of when the online newsletter information is needed to be included with the library publication. Evelyn clarified this.

BOOK SALE REPORT

Jan Hagen reported:

- As noted in the Treasurer's report, the Book Sale was a success and raised approximately \$4,400.
- The books and other media that were left over on Sunday were donated to Books for Troops, GrassRoots Givers, nursing homes and the Middleburgh Library.
- We were very fortunate to have a large number of volunteers to help us during the sale, and they seemed to enjoy the work. We hope some of them will be interested in working at the Book Nook, too.
- What we learned for next year:
 - Don't need so many romances

- Need more volunteers on Wednesday to set up, on Thursday opening night, and at the end of the sale
- Need a policy about scanning, for commercial or personal use; perhaps an entry fee for book sellers
- Don't open early!
- All books and other media should be sold for \$1 or more (no 50-cent purchases); a motion was made by Jan to approve, Jen seconded, and unanimously approved.
- New books should be sold at a higher price.
- Thank-you notes will be written to Trader Joe's, to the Library Director, to specific individuals, and a thank-you email to all of the volunteers.
- Excess refreshment supplies are being stored for future use.

POSSIBLE EVENTS

Small Book Sale in Stedman Room during the Fall Fun Fest or at the Craft Fair after Thanksgiving:

- Jan asked if we need someone to keep pulling books.
- There wouldn't need to be a call for books since there is an abundance coming in to the Library.

Murder Mystery in October:

- Evelyn will check with Carol about this event.

BOOK NOOK

Opening of the Book Nook on May 19 was discussed.

- Perhaps create flyers to show how the Friends funds are used.

- Filling a Friends tote bag from previous years is over. We no longer sell tote bags.
- An email will be sent out asking for volunteers. A spreadsheet will be included so that volunteers can sign up themselves online. Currently need a few more volunteers for the next couple of weeks. The schedule for the season will be available.
- Teen volunteers will work each shift with the two adult volunteers.
- Hold an orientation for all new volunteers.
- The money box needs to be set up and ready.

Meeting was adjourned at 7:40 PM.

Next meeting: June 12, 2018 at 6:30 PM