

Friends of the East Greenbush Community Library
10 Community Way
East Greenbush, NY 12061
eastgreenbushlibrary.org/friends-of-the-library
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November 19, 2024 Meeting Minutes

ATTENDANCE:

Julie Ann Price – President	David Gonsalves
Shay Harrison - Vice President	Mary Kolb
Liz Reyner – Treasurer	Lynne Shultis
Diana Vance - Secretary	Phyllis Secor
Diana Valenchis - Adv. & Awareness Co-Chair	Frank Coppa
Ei Aung - Membership Co-Chair	Deb Tagliento
MaryAnn Baird - Membership Co-Chair	Linda Kospa
Jill Dugas Hughes - Library Director	Jenn Romer
Mari Harris - Library Board of Trustees President	Linda Murphy
Susan Bell - Library Liaison	Mandy McCord

EXCUSED ABSENCE:

None

CALL TO ORDER:

The meeting was called to order at 6:01 PM.

MINUTES: Minutes from the September 10, 2024 meeting were reviewed.

MOTION: Mr. Gonsalves made a motion to accept the minutes.
2nd Ms. Kolb second. All in favor. None opposed. The motion carried.

TREASURER’S REPORT:

- Ms. Reyner reported that this may be amended but has requested that the Treasurer’s Report be accepted as presented.
- There was discussion regarding changing the period of the reports for better reporting alignment.

MOTION: Ms. Kospa made a motion to accept the Treasurer’s Report ending November 19, 2024 as presented, in the amount of \$50,371.69
2nd Ms. Murphy. All in favor. None opposed. The motion carried.

LIBRARY REPORT:

- Ms. Dugas Hughes had no new grant requests, but all previous grants are greatly appreciated.

- She reported that there was slightly less than \$14,000 in grants carried over from the previous year. \$50,100 in grants was awarded this year. The Library has spent \$40,853.53 with a remainder balance on hand of \$23,193.36
- Staff attended a trauma informed services training session which was a great success
- Construction on the building is coming to a close for this season, but more will continue in the Spring. The website will be updated regarding potential closures due to phases of construction in the spring.

BOARD OF TRUSTEES REPORT:

- Ms. Harris reported that Ms. Kutscher will be starting a 5-year term in January.
- Ms. Harris received write-in votes to fill a 3-year term left by a trustee resignation
- Discussion regarding changing election dates for next year
- A request will be made to the Schodack Town Board and Supervisor to have a Schodack liaison attend meetings on a regular basis as Schodack residents cannot vote in elections but receive services.
- Ms. Harris reported that the volunteer appreciation event was great, and that Susan Bell did a great job planning. Lynne Catellotti was volunteer of the year.

PRESIDENT'S & VICE PRESIDENT'S REPORT:

Board Election

- Ms. Price turned the floor over to the Nominating Committee for the Presentation of the Endorsed Slate.
- The nominating committee reported that they met to review the candidates. One candidate ran for each available position. The committee unanimously decided to present this endorsed slate.
- The Board positions are off cycle so that only half of the board is up for election and cycles out each year.

MOTION: Ms. Reyner made a motion to accept the Endorsed Slate as presented.
2nd: Mr. Coppa in favor. None opposed. The motion carried.

Presentation of Financial SOP's

- Ms. Reyner presented the SOP which was a collaboration by several people.
- This is not a final draft but a working piece which describes the main duties and functions that fall within the position.
- The SOP, including any revisions, will be voted on at the February meeting.

ADVOCACY & AWARENESS REPORT:

- Ms. Valenchis is looking to form a new team to help represent the Friends at events and increase awareness of the Friends.
- Ms. Harris stated they may be able to partner as the Board of Trustees faces the same issue.

FUNDRAISING/BOOK SALES:

Raffle Basket Summary

- August - Harry Potter (250) and The Office (28).
- September - Pirates of the Caribbean (183 tickets) and Stephen King (177 tickets)
- October (only ran for 2 weeks) - Festivus (27) and Dark Tales (76)
- Current baskets - Richard Paul Evans and Toy Story
- Ms. Price reviewed the overall income from basket sales for 2024 so far.
- Discussion was held regarding whether the basket sales should continue. Consensus that they should continue but with possible changes.
- Discussion regarding potential changes included: announcing the winner like the lottery vs. respecting some people may desire privacy; create a survey for prizes that might be well received; ensure that there are adult and children's categories; survey the book club for suggestions for topics.

Great Greenbush Quest

- Second year of the Quest - kick off Community Day - September 14 through October 13.
- 71 teams representing 227 participants; 27 completed evaluations
- 78 people attended the Pirate Party
- More than half of the teams were from EG
- Feedback from participants was very positive
- The effort to participate in the kick-off and the Pirate Party was significant and may not have been the best use of volunteer time.

Fall Book Sale - October 4-6

- The sale ran very smoothly however, we sold less than 50% of our inventory
- Consider opening the advance sale date to teachers/educators
- Ms. Price went over the financial report of the sale
- Ms. Price expressed concern over the future viability of the sale. There are tentative plans to extend the hours for the Spring sale to see if more books can be sold.
- Bulk Book took the leftover inventory
- Discussion to increase advertising/promotion

Friends Crafting Team

- The Holiday Market was launched on November 1st with wreaths, snowflakes, table-top trees, and ornaments to offer for sale.
- Our fundraising goal is at least \$500.

MEMBERSHIP REPORT:

- End of Year Appeal - this is separate from membership. The appeal was circulated in November
- The 2025 Membership Renewal Campaign in January
- They are in the process of amending the membership document and letter to reflect changes in gifts
- Almost 25% to the year-end goal has been met - \$677 in appeal donations received.

NEW BUSINESS:

- Ms. Romer states that our goal is to raise \$30,000 or more in a year. What if we could do a few big events throughout the year that are low risk and meet this goal.
- For example, organize a 5K run. This has the potential to raise \$8,000-\$10,000 with 250 participants
 - Logistics and expenses were discussed
 - Albany Running Exchange – can be hired to assist with the logistics
- A concern was raised by a library patron regarding the accessibility of the Library and the materials that it curates to meet needs for all patrons, regardless of age. Discussions were held and Ms. Bell will raise the issue with Ms. Dugas-Hughes.

KEY DATES:

- January 21 - Annual Planning Meeting
- February 18 - Friends Board Meeting

ADJOURNMENT:**MOTION:**

Ms. Romer made a motion to adjourn at 7:24PM.

2nd Ms. Tagliento. All in favor. None opposed. The motion carried.

Respectfully submitted,

Diana Vance

Balance Forward (as of 9/09/2024) \$52,246.46

Expenses

East Greenbush Comm. Library Grants (approved at 9/10/24 mtg)	\$13,000.00
Keela (Membership Database) Annual Subscription	\$1,201.07
Raffle Basket Items/Supplies	\$127.88
Sort Room Supplies	\$16.88
Staff Appreciation Gifts	\$177.96
eBay Fees	\$17.64
Maid Men - Book Sale load-in	\$385.00
Cash Advance - Book Sale starter cash (\$350) & Maid Men tips (\$80)	\$430.00
Donuts for Book Sale Volunteers	\$16.00
<u>Subtotal Expenses</u>	<u>\$15,372.43</u>

Income

Memberships & Donations	\$2,028.64
Fall 2024 Book Sale	\$8,322.72
<i>Cash/Check Sales \$6,647.26</i>	
<i>Credit Card (Square) Sales \$1,675.46</i>	
Raffle Basket Tickets	\$627.00
In-Library Book Sales	\$1,598.74
Book Dealers	\$42.75
Tote Bags	\$75.00
eBay Sales	\$602.81
Pallet Jack	\$200.00
<u>Subtotal Income</u>	<u>\$13,497.66</u>

Ending Balance (as of 11/19/2024) \$50,371.69