



10 Community Way  
East Greenbush, NY 12061  
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### September 19, 2023 Meeting Minutes

#### ATTENDANCE:

Julie Ann Price – President	Lynne Catelotti
Ei Aung - Vice-President-Elect	Frank Coppa
Liz Reyner – Treasurer	Betty Giugno
Diana Valenchis - Advocacy Co-Chair	Laura Hodgson
Alex Bellisario - Membership Co-Chair	Deb Tagliento
MaryAnn Baird - Membership Co-Chair	Linda Murphy
Ashley Behrle - Public Relations Chair	Mary Kolb
Jill Dugas Hughes - Library Director	David Gonsalves
Lynne Ouderkerk - Library Board President	Lynne Shultis
	Amy Hodor - Library Staff

#### Excused Absences:

Anne Burton - Advocacy Co-Chair  
Eileen Riley – Secretary

#### CALL TO ORDER:

The meeting was called to order at 5:30.

**MINUTES:** Minutes from the June 20, 2023 meeting were reviewed.

**MOTION:** Ms. Reyner made a motion to accept the minutes as presented. 2nd Ms. Giugno. All in favor. None opposed. The motion carried.

#### TREASURER’S REPORT:

**MOTION:** Ms. Murphy made a motion to accept the Treasurer’s Report ending June 20, 2023, in the amount of \$57,291.31. 2nd Ms. Kolb. All in favor. None opposed. The motion carried.

**MOTION:** Ms. Shultis made a motion to accept renew the Friends membership in NYLA. 2nd Ms. Price. All in favor. None opposed. The motion carried.

#### PRESIDENT’S & VICE PRESIDENT’S REPORT:

##### Great Greenbush Quest

- The Quest will kick off on October 7th and run through October 29th.

- It is a free town-wide treasure hunt with clues hidden in local businesses in EG and Schodack.
- The purpose is to generate awareness of the Friends beyond Book Sale, support local businesses, and attract more members.
- Partners are Library, Kiwanis, YMCA, EGPD, and town of EG. Publicizing support by EG and Schodack schools.
- Available in English, Spanish and Chinese. Need someone to proof Urdu if we are going to have that language available. Thank you to Ann Cioffi and Ei Aung for help with translations.
- Mr. Coppa offered to help find someone who could proof the Urdu translation
- Friends will staff a table from October 7-8 and again during the book sale the following weekend. Volunteers are needed to help staff the table.
- Closing celebration on Sunday, October 29th with prizes. Friends and Kiwanis sponsored gift certificates to local businesses. EGPD will provide cider and donuts along with drone demo and Halloween safety.

### **2024 Elections**

Ms. Price outlined the draft policies and SOP's for the Nominating Committee which are available for review on the website. These will be updated based on suggestions from this year's Nominating Committee. This year's committee members are : Judy Kendall, Mary Kolb, Barbara Mootrey, Lynne Shultis.

The Candidate Interest Form is available on the website now and will go out in the October Newsletter. Deadline is November 1, 2023.

**MOTION:** Ms. Price made a motion to purchase 4 rolling carts for the kids' room for up to \$125  
2nd: Ms. Catelotti. All in favor. None opposed. The motion carried.

**MOTION:** Ms. Price made a motion to request up to \$80 for gratuity for the movers at the Book Sale. 2nd: Ms. Murphy. All in favor. None opposed. The motion carried.

**MOTION:** Ms. Price made a motion to spend up to \$1,500 to replenish the tote bag supply.. 2nd: Ms. Reyner. All in favor. None opposed. The motion carried.

**MOTION:** Ms. Price made a motion to create a Policy Manual that outlines the organization's policies and standard operating procedures. 2nd: Mr. Coppa. All in favor. None opposed. The motion carried.

### **FUNDRAISING/BOOK SALES:**

- Preparations are well underway for Fall Book Sale - October 13-15
- Donation drop-off will close shortly - once we run out of boxes
- Discussion of how unsold books will be handled this year.
  - Approx \$700 to send books to Thriftbooks. Thriftbooks discards over 90% of what we send them.
  - Currently, we owe Thriftbooks \$450 as sales did not exceed shipping expenses from the last two sales.

- Deb Tagliento was able to get a large portion of the cost of a rolloff dumpster donated. We only need to pay for the weight of books to be recycled. Anticipated this will be less than the shipping expense to Thriftbooks.
- We need to be aware of the optics of books going into the dumpster. However, the reality is that most of the post-sale books are recycled. The recommendation is to recycle them locally rather than sending them to Baltimore only to be recycled there.
- Julie Ann & Jill are looking at the setup of the book donation area and may be making changes to make it more visually appealing.
- Next Baskets are Friends TV Series and toddler Halloween Theme
- We are brainstorming several new fundraising ideas for the winter.

### **MEMBERSHIP REPORT:**

- New membership tiers are posted on the website and reflected in Friend's Brochure
- The cutoff for the Membership year is August 31. Memberships after this date apply to the remainder of the current calendar year and all of the following calendar year.
- Discussion: End of the Year Appeal - Ms. Oudekerk spoke highly in favor of doing this.

**MOTION:** Ms. Baird made a motion to conduct an End of the Year Appeal. 2nd: Ms. Reyner. All in favor. None opposed. The motion carried.

### **PUBLIC RELATIONS REPORT:**

- Currently publicizing the book sale and the Great Greenbush Quest
- Will be publicizing new member benefits in future newsletters.
- Ms. Reyner inquired about using the County Buiding electronic sign. Ms. Dugas Hughes discussed that it wasn't an option in the past but will inquire again on behalf of the Friends.

### **ADVOCACY REPORT:**

- Summary of September Library Vote Outreach
  - Ms. Valenchis, Ms. Tagliento, and Ms. Burton staffed table at library on Saturday with moderate success.
  - Ms. Price and Ms. Dugas Hughes attended Community Day on Saturday to also help generate awareness.
  - Ms. Price and Ms. Baird staffed the Sunday table at library- not enough traffic to make it a worthwhile effort
  - Ms. Aung staffed the donut table from 4-6 on Voting day. UPDATE: 41 People voted. Windy Hill was voted the favorite donut.

### **NEW BUSINESS:**

- Bylaws: Ms. Price is requesting addition of Board Positions dates of term be added - specifically January 1 - December 31. Ms. Price is also requesting the title Book Sale Chair be changed to Fundraising Chair to reflect the scope of the position.

- Bylaws Discussion: Ms. Price presented the concept of increasing the term length to 2 years instead of one and staggering the positions so that the board only has 50% of its positions up for re-election each year. Discussion followed.
  - Recommendation & Next Steps: Ms. Price will work with the board to define what this would look like and create an implementation plan.
  
- **Volunteer Thank You**  
 Ms. Price started a discussion regarding the November Volunteer Thank You Event. Suggestions were made of a can cozy, coffee mug, or hats. Ms. Price will continue to research and present options to the Board.

**LIBRARY REPORT:**

- Ms. Dugas Hughes shared statistics from the Summer programs and that numbers were back to or exceeding pre-pandemic numbers.
- Our library had the most visits from the UHLS Library Expedition Summer event of all the libraries included.
- East Greenbush Community Day was a great success. Next year will be held September 14th.
- The Strategic Plan will be presented to the Board tonight
- The library was awarded a UHLS grant and has another grant request in process. These grants will cover capital expenditures to repair and update the physical building.
- 2024 will see construction and exterior repairs of the building.
- September is Library Card Sign-up Month.
- Ms. Dugas Hughes shared a poignant patron story that demonstrates the level of commitment by the staff and the level of trust patrons have in the library.
- Staff Day is October 8th. The library will be closed. Ms. Reyner will attend a portion of the day to share the Friends appreciation of all the staff does. A gift was discussed and will be funded by the Friends.

**BOARD OF TRUSTEES REPORT:**

- Building Condition Survey will be presented to the Board tonight
- Ms. Oudekerk thanked everyone for their help getting community input during the Strategic Plan survey process.

**OLD BUSINESS:**

None

**ADJOURNMENT:**

**MOTION:**

Ms. Price made a motion to adjourn at 6:35. 2nd Ms. Bellisario. All in favor. None opposed. The motion carried.

Respectfully submitted,

Julie Ann Price