



**10 Community Way
East Greenbush, NY 12061
eastgreenbushlibrary.org/friends-of-the-library
foegcl@gmail.com**

Minutes of November 14, 2017

Present:

Anne Burton, Kelly Colgan-Azar, Anne Cronin, Pat Cronin, Mari Harris, Lois Hazelton, Jill Dugas Hughes, Lynne Oudekerk, Michael Poost, Mabel Pruden, Liz Reyner, Kate Hafner

Minutes:

Minutes of the Sept 19, 2017 regular meeting were approved unanimously, with Michael Poost moving and Liz Reyner seconding.

Treasurer's Report:

Judith's treasurer report was submitted by Lynne. The balance as of November 14, 2017 is \$75,387.09, \$15,000 of which is encumbered for the 2018 Library Materials Budget and will be paid in January, 2018. The report was approved unanimously, with Anne Burton moving and Mabel Pruden seconding.

At January's organizational meeting, we will discuss how to handle the fund balance, which is very high.

We will investigate getting a credit card for the Friends, so that we can be in compliance with NYS Dept. of Taxation and Finance rules, which do not allow us to use our tax-exempt certificate with personal funds. FOEGCL checks will be used in the interim, to make necessary tax-exempt purchases.

Membership/Database:

At this point we have 313 Household members for 2017, plus 27 new households. Lynne will send out an end of the year appeal mentioning National Giving day (November 28.)

Book Sales:

- The Children's Book Sale took in \$6,292; the Friends gave a grant to cover Festival costs.
- At the end of the book sale, books were left in the hall and donations accepted for oneweek post-sale; Grass Root Givers and Albany's Weekend Back Pack program took the remaining books.
- The Fall Adult book sale netted over \$15,000. Final figures will be calculated after all final costs come in.
- We came close to needing to hire hefters, but our volunteers came through at the end.
- Shoppers complimented us on the quality of books we sold.
- We will investigate ways and costs of accepting credit cards at future book sales.

- We are considering purchases that would support future sales, including new lightweight tables for the sales, vents and electricity in the shed, possible shelving in the shed and sort room, and a sidewalk with curb cuts from the small conference room to the driveway. This would maximize space and storage capacity for donations, minimize damage to the library's front doors and improve access to the library when book sales are being set up and broken down.
- The Library offered to purchase tables and FOEGCL will reimburse. FOEGCL will provide table sizes and numbers for Jill D-H for purchasing.
- A sorter training session is scheduled on December 5th.
- Linda Murphy will be the new Book Sale Chairperson; she's looking for a co-Chairperson. Kate Hafner will continue as Chief Sorter. Anne Cronin will do the SignUpGenius recruiting.

Advocacy/Membership Committee:

- Anne Burton serves as Chair of the Advocacy/Membership Committee. The Co-Chairperson position remains vacant.
- Anne Burton thanked the Friends for sponsoring her to NYLA. She shared many fund-raising ideas and materials that she received at the conference.
- Anne has offered to take on the role of Membership-Outreach for the Friends of the 2018 year. She will speak for the Friends at one Library event this year and organize others to tell gatherings of library patrons what we do and to recruit more new Friends at programs next year.

Grant Requests:

A total of \$1,375 was unanimously approved with Pat Cronin moving and Anne Burton seconding.

- \$375 for a Holiday Music Program by the Gals who Play Jazz
- \$500 for the Winter Reading Program (running from January 4 to February 22)
- \$500 for the Fourth Annual Day before the Awards Film Festival
- FOEGCL will consider approving an annual library grant at the beginning of next year vs. individual grants at every meeting. The Library would update FOEGCL at each meeting on programs funded by the annual grant.

Library news:

- The library was not awarded a grant to fund replacement of heat pumps. The four million dollars available was awarded to other libraries. We have already accepted the low bid. The library hopes to help fund it in next year's grant cycle.

Friends News:

- The Friends annual Planning Meeting will be scheduled for January 16, 2018
- Elected officers are Liz Reyner as President, Kate Hafner as Secretary, Judith Maguire as Treasurer, and Pat Cronin as Data Base Manager. The voting was unanimous, with Mabel Pruden moving and Mari Harris seconding. We are still in search of a candidate for Vice President.
- Lynne Oudekerk and Mari Harris were thanked for their leadership as President and Book Sale Chairperson for the past few years. They will stay on as Friends, but will be replaced by Liz Reyner and Linda Murphy as President and Book Sale Chairperson.
- Judith Maguire plans to step down as Treasurer in 2019 and would like to have someone shadow her this year in preparation to take over as Treasurer in 2019.
- A listing of accomplishments for this year was distributed. 2017 accomplishments include:
 - Drafting job descriptions for FOEGCL leadership positions
 - Conflict of Interest statements for governing council members
 - Approving a Memorandum of Understanding (awaiting approval by the library and Board of Trustees)
 - Adopting Quicken to maintain Friends' financial data.
 - FOEGCL Policies, procedures and guidelines memorialized and placed on FOEGCL google drive
 - Enhanced participation and communication between FOEGCL, board of trustees and library leadership
 - Approval of \$19,509 library grant requests
 - New fundraisers, e.g., quilt raffle, thriftbooks.com, Hannaford's Bags4aCause
 - Updated FOEGCL website and database
- The list of 2017 accomplishments includes outstanding work to consider adding to the Friends' 2018 plan of work. The group will make decisions on this unfinished business at the January 2018 planning meeting.
- Our database manager continues his work on a web-based database. Thank you Pat!
- The library board will be moving their meetings to Wednesday evenings: FOEGCL to consider moving its meetings to Wednesdays to continue traditional meeting times

Next Friends Regular Meeting: Feb 20, 2018 at 6:30 PM

Submitted by Kate Hafner