

**Friends of the Friends of the Ballston Community Public Library Meeting Minutes**  
**Date: December 5, 2023**

**Meeting called to order at:** 9:00 by Donna Keegan

**Members Present:** Melia Gordon , Donna Keegan, Stef Leshner, Rebecca Verhayden, Jenn Richard, Tim Newell, Peggy Sheaffer

**Meeting Minutes:**

Adjustments: Under festival of trees, instead of and, it should be are working. Also, clarifying the roles. Donna enjoys organizing events and administration and Heather is more focused on membership pushes and the peopley end of things.

Motion to accept minutes with adjustments: Rebecca Second: Peggy

**Treasurer's Report:**

Starting total: \$15,140.13

Deposits

\$15,140.13

Expenses

Friends of Hildene -\$125.00

BHBL Women's Club -\$40.00

The Hyde Collection -\$100.00

Savings \$3,798.25

Interest \$0.00

TOTAL \$18,673.38

Motion to accept treasurers report by: Rebecca seconded by: Peggy

**Old Business**

Name change and logo. The new logo was created by Tricia Bitley. Moving forward our name will be: **Friends of the Ballston Community Public Library**. FBCPL. Melia also got an answer from her friend who is a lawyer. Unless we are afraid that our name is close to something else, or someone is going to come after us for it, it is not worth it to change the name through the state or the feds.

The name has been changed On the FB page, We are up to 19 followers. Donna will be focusing on Museum passes especially with vacation coming up and she will follow all the pages we support.

Children's room. No update, but the estimate for hanging things on the wall, will be about a couple of hundren dollars.

April art show will be from 11:00 to 1:00 on Saturday April 13, 2024.

Donna has started adding things to the google calendar. She will share this with other users so we can all see this calendar. (While on pause from the meeting, Donna invited Stef to the calendar and Stef can now see the calendar.)

Festival of trees – Donna went and said the tree was really cute. There was a whole bunch of mini books hanging on the tree.

MOU – Jenn and Heather. Heather drew a draft. Jenn will need to add to it and then it will be good to go. The new board of trustees for the library has their first meeting on Wednesday January 3. Jenn would like to get it to the officers before the meeting on January 2.

Now that we have adopted a new name and new logo, we have decided on adding a registration QR code to the brochure. Donna is going to look at redoing the brochure.

The infographic – Donna is going to compile a list of things the friends did from the minutes of the meetings of the year. This will not be done until January.

New patron packet. Jen is working on getting numbers together. She will get this to us by January meeting.

The new library cards have arrived. It has the new library logo on it. You can get a new one if you pay a fee.

Giving Tuesday (the Tuesday before Thanksgiving). Donna donated. This went into our paypal account. Next year, we will get more organized about it and the reach will be wider.

## **New Business**

Spring book sale – Times. We want to start on Tuesday at 5:00. The rest of the book sale will be for library hours.

Liability insurance is renewing in February. Currently it is with a broker that Tim is no longer working with. Tim would like to make a motion to change the broker to Spring and Clean insurance agency. It is still the great deal that we currently have. Rebecca seconded it. The Liability insurance costs us approximately \$400 per year.

Boosting events through Facebook. When we post something, we can boost things through FB. We can target certain things. Such as people with small children, age groups . . . Price varies, but you get more the more you spend. You can do it for so much per day. The person boosting it, will need to put it on a personal cc and then get reimbursed.

Voting on the proceeds for fundraisers. When we have people donate through FB, we can setup a dropdown for them to vote on what they want us to spend the money on. Tim says we already have a budget that will designate what your money will go to. But we are thinking about something like library giving day, we could put a vote on FB. Tim says there might be tax reasons why we can't do this. Per Jenn, People like when they have a say in where their money is going to. We can table this until we get to our next big fundraiser. Such as the raffle or library giving day.

Mini golf dates – Liz will chair this event this year. Donna will drop off stamps (about 50) to the library in the Friends folder so she can send out sponsor envelopes. February 23 and 24 will be mini golf. Thursday, February 22 will be the setup date. Peggy will do the Saturday scout game again. Peggy will get patches for participants. This usually starts on Saturday at 1:00 and runs until scouts finish and then we do cleanup. Cleanup will probably start around 3:00.

Charlton senior group visit. Jenn is working on this. This would be getting together with the seniors and talk about the friends and what we do. This would be something that Heather might be interested in doing. Jenn will talk to Heather about this.

New Membership campaign. Jenn has ideas from NYLA. We would like to do something when new members join. Like getting a coupon for the book sale, or getting a tote bag, or making a prize that we can raffle to new members.

Donna asked Jenn to put a link on the Library page to the Friends page.

The friends needs a new banner. We will look at AJ Signs and Pendleton and Mai N More for a replacement. We would like to get a stand up banner as well as a 3x5 banner like we currently have. The banner would have the new logo and name on it.

Motion made to adjourn at: 10:00 by: Peggy, seconded by: Tim

**Minutes respectfully submitted by:** Stefanie Leshner

## FOLLOWUP

Need estimate for hanging things on the curved wall in the children's room.

MOU – Jenn needs to get the draft copy of this to the officers before the next friends meeting on January 2.

In January, Donna will work on the infographics and on redoing the friends brochure.

Jenn needs to get numbers together for the new patron packet.

Does Heather want to do a Charlton Senior group visit?

Was a link to the Friends FB page put on the Library FB page?

Need estimates for new banners.