

**Friends of the Town of Ballston Community Library Meeting Minutes**  
**Date: November 14, 2023**

**Meeting called to order at:** 7:04pm by Co President Donna Keegan

**Members Present:** Stefanie Leshner, Peggy Shaeffer, Tim Newell, Melia Gordon, Rebecca Verhayden, Donna Keegan, Wes Bartlett, Heather Kosnick, Jenn Richard

**Meeting Minutes:**

Motion to accept minutes: Melia Second: Tim – with Correction to Patti Demarlo's name

**Treasurer's Report:**

Starting total:		\$15,383.32
Deposits		
Thrift books	\$62.79	
		\$15,446.11
Expenses		
Liz Newsom Mini golf supplies	-\$61.15	
Schenectady City Historical Society	-\$65.00	
Bennington Museum	-\$90.00	
Melia Gordon I voted Stickers	-\$29.83	
Empire State Aeroscience Museum	-\$60.00	
Savings	\$3,798.25	
Interest	\$0.00	
TOTAL		\$18,938.38

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

**Old Business**

Name Change and Logo – Pro bono is now charging us. Pro bono is also now requiring 2 contacts and a 12 page form. We are going to look for a local lawyer to see if we can get help with this locally. The name we are known by the state: Friends of the Burnt Hills Ballston Lake Community Library Inc. The name we are known by the feds: Burnt Hills Ballston Lake Public Library. Logo change is tabled

Holiday drive through. Donna will be setting up the friends table. But has to leave from 6-7. The drive through is from 6:30 to 8:00. We may have to change where our space is. We need electricity and we are not close to an outlet. We will put up a sign up sheet on the calendar to get people to work the space. 6:15 on 11/28 at the high school

Book marks. – (this was passed around the table) we can get 500 for \$160. These will go in the bag that will be handed out at the holiday drive through. Melia made a motion second by Donna

Book sale – April 29 setup. April 30 start sale at 5:00pm. Ends on Saturday may 4.

Spring fling – should have baskets out on Monday, April 8. It will go until the Saturday of the book sale. May 4<sup>th</sup> will be the date we pull the tickets.

Art show – Saturday April 13 is the the the art show.

BHBL dinner will be on March 6. Menu will be decided when closer to the event.

Certificates of Insurance are now required for anyone using the community room. Groups that do not meet the requirement of being a not for profit will be able to petition the friends for sponsorship of these meetings. Groups must meet the other requirements that are specified by the library. Leader of the Group must come to a meeting. Leader must be a member of the friends. Leader must explain their meeting and the friends will vote on if they want to partner with them so they can have insurance for their meetings. Group must have already been screened by the library so that they meet all other criteria besides being a not for profit group.

Children's room is still waiting for a quote for someone to hang things on the walls.

Festival of trees – Alyssa and Liz and working on a theme, which is camping. The summer reading theme is Adventure begins at the Library. Donna to complete form and will turn in check. The setup is on 11/30. 12/1-3 is the date of the festival at the Ballston Town hall. And yes, I got all that.

### **New Business**

Friends sponsored a new museum pass for the Schenectady City Historical Society.

Friends FB page. Melia created it. We need more followers. Donna asks what is appropriate to post. Are there limitations? She can take things from the library page. Can we put a link to it on the friends page of the library website and on the Library page of FB. Per Melia, can the friends ask for money, like taking advantage of giving Tuesday? Yes, we can do this. Jenn will track down getting paypal up and running.

MOU – Jenn went to NYLA conference. She would like us to draw up a memorandum of understanding for the Friends board and the Library board of what the relationship and purpose is between the 2 boards. Jenn and Heather will get together to write up a draft. Yes, I got that.

Adding a QR code for online registration for the brochure and for FB. Melia suggested if on FB that we also post the link. Melia suggested creating a google form and then pointing them to paypal or venmo to pay the fee.

Sales force website to centralize data. Jenn got this from NYLA. A friends organization talked about using Sales Force. This is a website that does not charge non profits. This seems to be a website

that is mostly used by much larger organizations. The Website is a place to aggregate all your stuff and help you keep track of it. It seems to be a place to keep track of people and what they are buying. This just seems to be more than what our organization needs at this time. Melia is also hesitant about putting our data over to a huge conglomerate. We do need a place to keep all of our records. At this point, google docs and google drive will be able to work for us since it is shareable. Donna would like the rest of the officers to have access to the google drive and google docs that the friends are accumulating.

Creating an annual report infographic. From Jenn from NYLA conference. This would be a 1 page report with infographics on it about what the Friends did for the past year. For example – picture of museum passes saying that we sponsored X number of passes and they circulated X number of times throughout the year. Donna has volunteered to take a stab at this. If she needs help, she will reach out.

Charlton senior group – tabled

Creating a new patron packet – Would like to get something for patrons getting their first library card. Like a new friends application, a card holder, a coloring sheet, something with library bling in it. Jenn will come up with a wishlist and how many patrons we get in a year by age, so we know how many bags we will need per year.

Melia resigns. Melia is taking a position on the library board. Motion to accept Melia's resignation made by: Tim seconded by: Rebecca There were 2 other people that were going to throw their hat in the ring to be co president. Jen Cole (who has conflicts for meetings and is not organized enough) and Patti (she said no). Heather has stepped up to the plate. Many other friends groups have co presidents. They are usually separated by focus. Donna enjoys organizing the events, membership pushes and the people end. Motion for Heather to become new co president made by: Melia seconded by: Donna

There was discussion about updating the by laws to make it so that we can have a single president instead of co presidents.

Motion made to adjourn at: 8:15pm by: Peggy, seconded by: Melia

**Minutes submitted by:** Stefanie Leshner

Followup:  
Find a local lawyer to assist us in our name change.

Holiday drive thru – 11/28 Donna to setup space. Need volunteers for the night 6:15 to 8:00 plus clean up.

Order book marks.

Donna to complete form and send in check for Festival of Trees.

Jenn to get paypal up and running for donations.

Jenn and Heather to submit a draft of the MOU.

Donna to create an annual infographic.

Jenn to give the friends a wishlist of what she wants in the new patron packet and a report on how many new patrons we get in a year and their age groups.

Dates to remember:

Holiday Drive Thru – 11/28/23

BHBL Dinner – 3/6/24

Book sale starting with setup on 4/29/24. Need volunteers for week.

Spring Fling – needs baskets by 4/8/24.

Art show – 4/13/24