

Minutes for the Friends of the Ballston Spa Public Library

December 15, 2022 at 6:00pm

Attendees: Christine Fitzpatrick; Lori Acee; Pat Burnham; Andrea Simmons

- Pat Burnham made the motion to accept minutes from the last meeting/ Lori seconded
- Andrea delivered the money obtained from the Capital Campaign totaling \$1511.75
- It was agreed that we should create a database of donor contact info so that they can receive a personal, hand-written thank-you note. Going forward we can create a 3 x 5 card with FOL logo to insert with the note, with our Tax ID# and amount of donation for a donor's tax records. A copy should be retained for our files and a recording system will be developed. Also, after the Holidays it was recommended that we schedule a thank-you letter-writing session for donations from the kick-off campaign night. Postage paid for by FOL funds.
- Jack from the Southern Adirondack Library Association (SALS) will work with Andrea and Lori on updating the FOL Facebook page and is currently working with Andrea and FOL members on a donation tab on the website.
- We are reworking the membership brochure and plan for its distribution at our meeting in Jan. It will also be used to send to interested parties, with membership info, dues structure, etc. Also, a complete membership list needs to be established and maintained. It was agreed that membership dues can be used for operating funds.
- Appeal Letter: Christine made the motion (seconded by Lori) to allot \$658.56 of FOL funds for printing and postage of the upcoming library appeal letter.
- Lori discussed setting up PayPal and/or Venmo options, and to contact a library system that has used them for advice. Jack will assist in the set-up process.
- It was agreed that the FOL savings account will be used for expenses relating to the Capital Campaign.
- Future programming will be discussed at the next meeting in Jan. since we hope we will have more members at that meeting.
- Don Ambrose's workshop remains a possibility. It should be family friendly. Cost would be in the \$15 range for a multi-week program.
- Members present reviewed and discussed additional changes to the Bylaws. Since we agreed at one of our past discussions of the Bylaws to change our year to a calendar year, the January meeting will be our Annual Meeting. Christine will continue working on the draft Bylaws. Hopefully, the draft will be presented in Jan. and voted on at the Feb. meeting.

THE NEXT MEETING is scheduled for January 19th, 2023 at 6pm.

It will be the Annual Meeting and we will hold elections.