



Minutes

17 October 2024 / 6:00 PM / Ballston Spa Library

Membership Data Sheet

Attendees:

Danielle Thomson

Christine Fitzpatrick

Shelley Fenton

Andy Manion

Meredith Tower

Stan Lockwood

Pat Burnham

Terri Stile

Kathy Gibson

Lori Acee (by phone)

Agenda

1. Secretary's Report

- Motion to approve the minutes of 9/19/24 by Danielle and seconded by Pat.

2. Treasurer's Report – Meredith Tower

- 1. Balances
 - Checking \$2,554.29
 - Savings \$237,144.99
- 2. Donations continue to come \$2,392.00 thanks to Stan Lockwood
- 3. Accountants will drop off to 990 EZ to Meredith for taxes. Will be reviewed next week. And filed by the deadline in Nov.

3. Car Show Preparations

- 10/20/2024 from 9-1pm.
- Book Sale and Raffle (1 for \$1.00 and twelve tickets for \$10.00)
 - Model trucks
 - Car show jacket donated by Carol Beals
 - 1950's Santa poster
- Meredith will bring bags, a banner, a cash box, chairs and raffle tickets, Andrea has tickets. Jim will obtain change.
- Tent set up - Jason and Andy will do this the day of at 7:00 a.m.
- Volunteers
 - 8:30-11:00
 - Jim, Meredith, Danielle, Andrea, Christine
 - 11:00-1:00
 - Patty, Pat, Terri, Mandy?
 - 1:00-3:00
 - Christine, Stan, Stan
 - Breakdown
 - Jim, Danielle, Meredith, Christine

4. Groundbreaking Ceremony Discussion and Preparation - Saturday, November 16th or 23rd at 10:00am - tentative dates

- The total time is approximately one hour.
- Jason will bring 6-7 tents.
- "Bring your own shovel."
- Invited Guest Speakers
 - Mayor Rossi will be invited to say a few words and introduce state and local representatives (3-5mins)

- Key Speakers
 - Andrea, Andy Manion BOT, Christine for FOBSPL - 15 mins total
 - Kristen Hyman - representing BSPL staff.
 - High usage patrons - children - Andrea/Kristen will ask the families of a couple of kids if the kids can say what they like about the library.
- Refreshments
 - Cider donuts/muffins, coffee/hot chocolate/tea/hot cider
- Greeters and Hosts
 - Elsie Ness and Levi Jenkin- hand out programs
- Photography
 - Bridget - Kathy will talk to her.
- Media Advisory/ Press Release/ Social Media
 - Media Announcement - Andy/Christine/the Jenkins
 - Lori will reach out to contact TV news coverage - Jason will ask a contact as well.
 - Lori will implement a countdown as a social media feature.
- Paper Invite/Program/Fact Sheet
 - Draft up a version of invite and program sheet with facts/timeline and recognition of all donors and key contributors.
- Banners
 - Sketch out a banner with donors noted or plan on individual donor posters for each major donor on a “wall” printed professionally.
- Misc.
 - A photo wall of old photos - visual timeline
 - Large monitor slide show?
 - Music (jazz) something like at the auction for a bit of a background.
 - Balloons library themed decor
- Guests
 - Library director, FOBSPL group, BOT, Mayor, Library staff, Kristen Hyman, Cathay Gibson, Langdon, and Amy Jenkins
 - Representatives Sen Tedisco, Assemblywomen Walsh and Woerner, Congressman Tonko
 - Village workers: DPW, the Village office staff, Board of Trustees, etc.

- Foundation contacts, donors, and the general public
 - 5. Lori will put an email out for volunteers to sign up.
 - 6. FOBSL T-shirts Kathy is checking into having them created through Nourish.
 - Perhaps we can have it for the groundbreaking ceremony to order?
 - 7. No Membership Concerns
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- [Link to Calendar](#)

Next Meeting

Thursday, November 21st, 6:00 PM – Location to be decided.