

Friends of Ogdensburg Public Library

Meeting Notes Wednesday, August 11, 2021

4:04 pm - 5:30 pm

Attendance: Ed L., Penny K., Dawn M., Ann L., Karen W., Tom L., Wendy H., Tom R., Laura P.
Excused Lin G. Laura P. arrived late, items needing votes waited for her arrival to have quorum.

- I. **June Minutes:** A correction to notes- New Business #4 – Dawn mentioned posting bookstore flyers in Towers. Minutes approved with correction, first Tom L., second Tom R. Note: Dawn inquired and flyers may be posted at the Towers.
- II. **Treasurer's Report** – Treasurer's report shared, checking \$7,260.25, savings \$32,881.08, spent \$1,190, earned \$367.95 and approved; Ed L. first, Karen W. second
 - Sales Tax Discussion- Tom L. researched the requirement for the Bookstore to collect sales tax. It is required. Tom will post the certificate in the bookstore. Tom will pay taxes quarterly, as is current practice, based on sales and back pay taxes from sales, no additional tax will be added to Bookstore transactions.
 - Discussion of Amazon/Smile/Wish List- concern expressed that some people may not realize you have to designate the library as your donation site. Some attendees stated that they get a reminder when ordering.
 - Network for Good- We received a donation for Network for Good, \$10. Question asked if there are monies held back, ie fees to use the service. With research done at meeting it appears there is a 3.95% fee. This is a donation source created during the referendum by an unknown person.
- III. **Membership Report** – Two additional members were added in July. Total active members 136, total monies \$16,880 for Nov 2020 – July 2021. Report approved by Karen W., second by Ed L.
- IV. **Correspondence** – Received an OCP Brochure, received a copy of the referendum Thank You ad from North Country Now.
- V. **Old Business**
 - a. American Doll Fundraiser – No new updates
 - b. 2022 Calendar Meeting and Events- If changes are needed to calendar Laura will update. COVID is still a concern for long term planning. Question on if

Sweetheart Soiree is planned, will be discussed at November Meeting. Lead time for events is framed as 6 to 8 weeks. Calendar is considered draft and tentative.

- c. Book Drop Bin – Repainting Plan- Book drop bin will not be painted. A used book drop is being purchased by the Friends, Friday Aug.13, from Croghan Free Library. Installation needs will be reviewed when it arrives.
- d. Little Libraries – There was a hornet nest in the little library at Lockwood. Tom L. dealt with them and removed all the materials. Maureen will be notified to refill. There is a cracked roof on the little library at Park Street. Tom will repair. No notes on other locations; Peg Lavigne Park and Clifford Montroy Park. Books in little libraries are refreshed with bookstore supplies by the volunteer assigned.
- e. Bookstore:
 - An ad has been placed in the Journal. An ad for the North Country Now was approved at this meeting.
 - Sales are positive based on Tom L's report; inventory still very high due to numerous donations.
 - A concern raised for interested volunteers who do not use computer to get communications and be added to work schedule.
 - Discussion of methods to sell higher value books; Library reviews donations and stacks and posts on Amazon, Tom L. reviews and posts on Ex Libris.
 - Tom L. shared that on 3 dates the Bookstore Sales Form was not completed. He also requested to have shift envelope secured with the money box at the end of shift; not placed in his mailbox. Shift envelope procedure will be updated by Ann; a reminder to complete the form will be sent by Ann.
 - Request for a flyer to be developed to post in public areas.

VI. New Business

- Welcome Brochure – Wendy received the welcome packet when joining the Friends. The information flyer has some errors (board meeting times) and omissions (Friends information). Tom and Penny will review and correct.
- Tom L. shared an article from American Libraries Magazine about a Readers Road Trip that highlighted 35 places/buildings in the US that libraries or friends promote. This was shared with the idea that we may want to promote local author(s).
- Tom L. is attending NYLA conference workshop. He requested the Friends pay for the workshop registration. The registration and a travel stipend of \$100 was approved.

- Our referendum Thank You campaign at Val's Deli was used by 5 people. The deli refused payment from us. Profound thanks to Mylinda Rupp for her support.
- Fundraising ideas – Adult Spelling Bee – Wendy has experience with this fundraiser involving teams of adults competing for a small prize and bragging rights. Funds raised from corporate/business sponsors and audience tickets. Fireworks Viewing - since the library has windows facing the Seaway Festival Fireworks display it could be an opportunity to have a viewing party, selling tickets and small refreshments

VII. **Trustee Report** – The board approved the application to the NNCF to request a matching grant from NNYCF and a campaign to raise endowment to \$50,000. It is expected the Friends will still be able to donate to the level of \$5,000 by Dec 2024.

VIII. **Funding Requests** – No requests at this meeting.

IX. **Next Meeting – Wednesday, September 8th – 4 pm – Library Auditorium**

Respectfully submitted,

Ann E. Lesperance