

**Friends of the Plattekill Library**  
**Minutes of September 11, 2006**

The meeting began at 7:35pm at the library. Present were Christine Adams, Glenn Geher (Acting President), John Georghiou, Amanda Maynard, Dora Orris, Emilie Rappleyea, and Carolyn VanDuser.

**1. Announcements**

Glenn Geher reported that Jean Poirier gave birth to her son on Friday, September 8, 2006. The Friends joined Glenn in congratulating Jean and her family on the new addition to their family. Effective immediately, Glenn Geher will serve as the acting President of the Friends.

**2. Plattekill Day**

Structure: Carolyn VanDuser, coordinator of Plattekill Day activities for the Friends, reported that the location for the Friends would not be the same as in past years. The bus from the Hudson Valley Materials Exchange will not fit under the tent provided by the town. Therefore, the Friends location will be the first booth upon entry into the park, providing good exposure for the library. Jill Gruber, from the Hudson Valley Materials Exchange, will bring two staff persons and the Friends need to bring tables and chairs. The Friends must also have volunteers to usher people into the bus to view craft materials for purchase. Jill has offered 50% of the proceeds from sales to the Friends. Jill Gruber will be using the bus at Gardiner Day on September 17, 2006. Carol will visit the site to learn more about setup. Jill also asked about where to park the bus. Mary Anzak suggested she park it at the library for security reasons. Carolyn will discuss parking with Jill.

Raffle: Carolyn has been in contact with the New York State Race and Game Commission to seek a registration number for the Plattekill Day raffle. Without the number, the raffle may have to be cancelled. Carol completed the application for the registration number and needed a board member's signature. Glenn signed the application and Carolyn will notarize and send it to Albany.

Fundraising: Carolyn VanDuser suggested having a donation jar at Plattekill Day. Jill Gruber indicated to Carolyn that she would support this suggestion. Mary Anzak will donate a plastic jar for the cause. A bake sale will also be held. Friends were asked to bake cookies and other items that are easy for patrons and children to eat. Ideally, cookies should be bagged four to a bag or two to a bag if they are larger. Carolyn has labels for the bake sale already printed. Carol will also be bringing apples donated from the VanDuser farm to give away to patrons. Emilie Rappleyea will bring a tray for the apples and Christine Adams volunteered a 10' X 10' tent for the day.

With respect to funds, it was recommended that the proceeds for the various activities be kept separate so that these activities could be evaluated for their success. Carolyn will be making out a petty cash check for change. Mary Anzak has raffle items and tickets. Carolyn will be returning tables and chairs on Monday.

With respect to signage, the library has a 4'X2' "Plattekill Library" sign that can be used. The Friends group will need to make a "Free Crafts" banner for the bus. Amanda Maynard volunteered to make the banners.

Amanda Maynard generated a list of the top ten reasons to support the library from the 2005 annual report. This handout was distributed for review. Mary Anzak and John Georghiou recommended the following changes: (1) the title be changed to "Plattekill Public Library", (2) that "your" be changed to "our" in number 10, (3) that "attend a program" be changed to "attended programs" in number 8, (4) a comma be added to the dollar amount in number 7, and (5) the number "173" be added as the number of children involved in the summer reading program in item 2. The library offered to make copies of the flyer for the day. Other materials to be distributed include a brochure about the library, the latest Friends newsletter, and bookmarks.

Glenn Geher reported that some SUNY New Paltz students had volunteered for the day to assist the Friends.

### **3. "Vote Yes" Initiative**

Glenn Geher reported that the reminder postcard mailing was sent out to Plattekill Library users who are also eligible to vote in the Town of Plattekill the week before the budget vote. This postcard reminder was a follow-up mailing to the newsletter sent in August. Glenn reported that we do not have an account with PDQ, the business the Friends are working with on the printing/ mailing of the postcard. He asked whether we should consider getting an account. Amanda Maynard reported that MHLS also has a duplicating center and published rates. Mary Anzak and John Georghiou reported that the speed of printing jobs varies with MHLS and may not be the best if there is a tight deadline. It was decided to stay with PDQ and investigate volume discounts.

### **4. Old Business**

Website: Glenn reported that he is making changes to the website and distributed a copy of the Friends page for comments. The following changes were recommended: a new picture of the current Friends be added, (2) the membership application be made as a separate form so that the picture does not have to be printed as part of the application, (3) the spelling of "Caroline Van Duser" be changed to "Carolyn VanDuser", (4) a separate e-mail account for the Friends be created and included on the webpage, (5) a succinct description of the Friends' purpose and mission be prominent placed on the page in a bulleted list, and (6) a logo be added to the page. It was also recommended that occupation be added to the membership application in order to identify other relevant skills that may support the library. Glenn will revise the page for the October meeting.

A Friends e-mail account will be created. Amanda Maynard agreed to check the account periodically until the Friends has more time to investigate a membership chair.

Treasurer's Report: Carolyn Van Duser reported that Carol Maxwell had given her receipts. Jean Poirier will be added to the Friends account in the future. Carolyn distributed a summary of account transactions and reported a balance of two, 313.71 at the end of May 2006. After

receipts were paid, the balance was \$1,712.16. Outstanding expenses include the postcard mailing and costs associated with Plattekill Day.

To facilitate financial planning of the Friends, a voucher system was created. Anticipated purchases or needs should be described on the voucher form and submitted to the Friends. The Friends group will discuss and resolve vouchers at monthly meetings to ensure a timely response. If a need is immediate, Carolyn should be notified and two members of the Friends will review the request before the next meeting. John Georghiou reported that there were proceeds from book sales that the Friends have not deposited. These monies are forthcoming. To facilitate future transactions, the treasurer of the Board will generate a check for the Friends each month on the day after the Board of Trustees meeting.

Carolyn also asked for feedback on the bank location of the Friends account. Consideration was given to moving the account to bank closer to the library. After discussion, it was decided to postpone any changes until the newly printed checks from the current bank were used.

It was noted that the minutes of the August meeting were not on the agenda. It was decided to review the August and September minutes at the October meeting. Members are encouraged to review the minutes prior to the meeting to use meeting time efficiently.

## **5. New Business**

John Georghiou reported that the Muscular Dystrophy Association Carnival held on August 19, 2006 at Bumble Bee Daycare raised \$800.00 and that the owners of Bumble Bee Daycare thanked the Friends for their support. John Georghiou also reported that Ben Anzak volunteered that day to direct traffic around the carnival site for the safety of the children.

Christine Adams reported that Stewarts has a community only bulletin board that may be used for newsletters and other activities of the library.

Glenn Geher asked for clarification on the schedule for newsletters. John Georghiou reported that the library newsletter is created quarterly, as is the Town of Plattekill newsletter. John recommended that we try to coordinate timing of these mailings so that the two pieces are not sent simultaneously. This coordination may be possible given Jean Poirier's role as Town Publicist. Generally, there are four newsletters per year. One newsletter is devoted to the budget vote and is paid for by the Friends. The other three newsletters are created and paid for by the library and may include a report from the Friends on their activities.

## **6. Adjournment**

The next meeting will be October 2, 2006 at 7:30pm at the library.

Meeting adjourned 9:05pm.

Respectfully submitted,  
Amanda Maynard