

West Sacramento Friends of the Library
Board Meeting Minutes September 28, 2016

Board Members present: Helen MacDonald, Ken MacDonald; County Librarian: Patty Wong; Staff Librarian: Shuqin Jiao; Past Board President: Lynda Campbell; Past Board Secretary: Carol Campbell; Library Advisory Board member: Mark Fink; Friends: Gloria Cedillo

Meeting called to order at 6:30 p.m. by President Helen MacDonald.

Announcements: Cindy Tuttle, past board president, made a request of the Board for time on the agenda to present information regarding a \$1,000,000 grant being pursued by the city of West Sacramento for Bryte Park Youth Soccer and Recreation. The presentation fulfilled a requirement of the application process. Helen introduced Traci Michel, the new business manager for the City's Parks and Recreation Department, who presented details of the grant. Discussion included how the library might have a presence in the park at some future point in time. Traci distributed a grant application survey to those in attendance; Helen committed to emailing the survey to the membership.

Helen circulated a thank you note from Rachel and Lou Hudson for the Best Wishes Baby gift card WSFOL sent to them for their upcoming new addition to their family.

Helen reminded the Board that the Golden 1 Credit Union's \$500,000 grant program deadline is Friday, September 30, 2016. She also reported on a grant opportunity being offered by the River Cats Foundation; the application is due by the end of the year for funding in 2017.

Helen reported a voice mail message received on the WSFOL phone line offering the use of a cabana at no charge for the Friends' marketing use at the Off the Grid, an event held on Sundays through the end of October. At Patty Wong's suggestion, Helen will email the membership for possible event volunteers.

Approval of the August 31, 2016 Minutes: Edits were made to the draft minutes. Helen made a motion to accept the minutes as corrected. Ken made the second, motion carries.

Branch Library Report: Shuqin distributed the branch report for September and discussed the final July 2016 library statistics as compared with those for July 2015. Circulation numbers were down significantly in July 2016; Patty noted the decrease was countywide, but AFT showed the most decrease. Shu and Patty reported steps being taken at AFT to remedy the situation, including linking the library programs presented for kids and youth back to books in the library. The significant increase in Computer Uses in July 2016 was explained as a counting disparity, as a separate usage is recorded each time a patron requests additional computer time on a given day.

County Library Report: Patty Wong reported on recent County library human resources activity: two vacancies are to be filled: a youth services librarian and a children services librarian; plus the newly hired County archivist will start next week. The Davis Friends may take over Logos Books in Davis which is closing its doors, and if so, WSFOL may receive some of the inventory. Patty mentioned the formation of a library fund that is in the offing which will provide opportunities for enhancing current and future library services.

Treasurer's Report: Helen distributed the August 2016 Monthly Income and Expense report, pleased to report that income far exceeded expenses for the month. She reported another check had arrived from International Paper as well as annual dinner meeting monies and membership renewals.

Membership Report: Helen reported receiving a new member application this week and immediately sent the member a flyer for the annual dinner meeting.

Old Business:

a. Annual Meeting and Dinner:

i. Reservations to date: Twenty-six with pledges of more. Historically, members wait until the beginning of the month or the last minute to make reservations.

ii. Table at the library on October 6th: It was suggested to have a Friends table in the library lobby a few days before the annual dinner meeting reservation deadline to encourage patrons to attend. Ken made a motion to approve having a Friends table in the library lobby on said date. Helen seconded, and motion carries.

iii. Cathy Lorda or Dale Gillard for “*PAST*” presentation: Helen requested input on the suggestion to have Cathy or Dale describe their memories of past years of the WSFOL Friends. Patty Wong volunteered to contact Dale and Helen volunteered to contact Cathy when Shu provides the contact information.

iv. The News-Ledger: Carol Campbell will talk with a contact who may be willing to cover the meeting for the newspaper. She did not know whether her contact would also be able to take photographs. Helen volunteered to contact the newspaper to request a photographer if needed.

v. Renee Collins: Helen suggested extending an invitation to Renee Collins, Washington Unified School District’s Director of Career and Technical Education, to be our guest at the upcoming meeting and dinner. Ken made the motion to invite Renee to be our guest at the annual dinner meeting. Helen seconded, the motion carries. Helen will extend the invitation.

b. Membership Fee Increase Discussion: Deferred until the November meeting.

c. Thank you to Soroptimist International of West Sacramento: Patty Wong will research a valid address to send the thank you.

d. Broderick Support – Book Bike Idea Discussion: Deferred until the November meeting.

e. Thank You/Progress Report to BigDOG Donors: Deferred until the November meeting.

f. Non Profits Insurance Alliance of CA – Use of Non-Owned Autos: Deferred until the November meeting.

g. Addition of Conflict of Interest and Ethics Policy to By-Laws: Patty shared the importance of incorporating a policy similar to or the same as the one adopted by the Yolo Friends, but noted that the Board can take some time to adopt such a policy. Discussion deferred until the November meeting.

New Business:

a. Board Vacancy: A recruitment flyer for the Board President position was developed and distributed via email to the membership, other groups and individuals, advertised via social media outlets, and posting of notices in the library. Helen had a positive response to board membership, not necessarily the president position, from a BigDOG donor Alex Hirsch. He will attend our annual dinner meeting to meet us and get a feel for what the Friends do and what is in store for the future. Patty Wong indicated that she had a promising conversation with someone who may be interested in taking on the presidency.

b. Volunteer Fair at the Galleria November 5, 2016, 4-6 PM: Helen asked if the Board wanted to man a table at the fair. It was decided that the fair would be a good opportunity to network with other non-profits as well as spread the word about volunteer opportunities with WSFOL. A motion was made by Ken to participate, seconded by Helen, motion carries. A commitment will be made and refundable check in the amount of \$25.00 will be remitted to the organizers.

c. Requests of LAB member Mark Fink discussion: deferred until the November meeting.

d. Next meeting: Dates for the meeting following the annual dinner meeting were discussed. Helen made a motion to hold a meeting on November 30, 2016 and not hold another meeting until January 2017. Ken seconded, the motion carries.

Meeting adjourned 8:08 p.m., Helen MacDonald, President