

West Sacramento Friends of the Library
February 22, 2017 Board Meeting Minutes

Board Members present: Vice President, Ken MacDonald; Treasurer, Susan Martimo; Secretary, Helen MacDonald; Staff Librarian, Shuqin Jiao; Library Advisory Board member, Mark Fink; Guest: Nadine Bollard

Meeting was called to order at 6:00 p.m. by Vice President Ken MacDonald.

Announcements: Ken MacDonald announced that WSFOL will be the recipient of the first bequest made from the new Beverly Sandeen Marty Swingle Family Foundation in the amount of \$250.00. The check should be forthcoming within the next few weeks. Ken reported the survey for the general membership is currently in the developmental stages and an update will be available at the March board meeting. Ken noted the January 28-29 book sale raised \$1547.70 and that the River Cats Foundation grant application was successfully submitted. The board thanked Mark Fink again for his efforts with the application.

Approval of the January 25, 2017 Minutes: Helen moved to approve board minutes of the January 25, 2017 meeting as written; Susan seconded the motion; the motion carried.

County Library Report: Shu shared the County Library report for January 2017-February 2017. The Library Advisory Board selected Sally Brown of the Winters Friends and Lynnell Pollock of the Yolo Friends to the remaining board positions for the Yolo Community Foundation. Mark Fink announced that a new title, Library Administrator, was created for Chris Crist, as she assumes additional leadership roles within the County library system. Interviews for the Library Regional Manager for East Yolo are in process for four selected candidates. The public will be invited to hear presentations by the finalists at the Arthur F. Turner branch in March. As promised at the January board meeting, the 2016 Library Highlights document was made available and copies were passed out by Shu to the board.

Branch Report: Shuqin distributed the statistical comparison report of library services offered in February 2016 and February 2017. The decline in the number of programs offered was intentional as staff was over burdened with the numerous extra programs. Shu indicated that the cut back in programming will allow staff to focus on building relationships with the teen population in the community. "What Do You Love About Your Library?", an idea from staff members Sylvia and Christina, produced over 50 hearts written by patrons describing their feelings about the library and posted for everyone to read and enjoy. As part of the search for a new County Librarian consultant Ruth Metz will be holding a stakeholder engagement meeting on March 9th from 6:00-7:30 PM at AFT. The meeting is part of an effort to reach out to all Library staff as well as the Library Advisory Board and Friends groups and is an opportunity to provide input for this hiring process. Shu concluded her report by stating the staff would be using the annual team building funds from WSFOL to attend the Yolo County Library Night at the River Cats Game on May 26th.

LAB Report: Mark Fink reported that once Ruth Metz completes her site visits, she will create a profile for the new County Librarian. County Human Resources will then conduct the search for Patty Wong's replacement, most likely beginning in April. The Yolo County Library Fund is now officially the Yolo County Library Foundation, renamed in order to pursue 501(c) (3) status.

Treasurer Report: Susan reported that January's report was not available. However, she noted that the check for the 56th Annual Dinner to the Bryte Café has not yet cleared and that Renee Collins, director of the WUSD program is researching the matter. Susan is reconciling the books for 2016 and hopes to have a report ready for the March meeting. She noted that an outside evaluator is needed for the Families Together grant, which will be coming to a close this summer. \$1,000 has been set aside in the grant funding for said evaluator. All remaining grant monies must be spent by the end of the upcoming third session. Susan ordered new checks for WSFOL at a cost of approximately forty dollars. She suggested that the donation from the Zacky Family Foundation be spent on the "Program in a Box" literacy program. No action was taken.

Membership Report: Susan distributed a list of members. She noted that some members had not yet renewed for 2016 and some had not renewed for 2017. She is drafting a newsletter which will have a notice regarding late renewals. Susan has not sent membership cards to the members who have renewed.

Old Business:

- a. Review current WSFOL bylaws – Tabled.
- b. Addition of ethics to bylaws– Tabled.
- c. Non-Profits Insurance Alliance of CA- use of non-owned autos – Tabled.
- d. Thank You/Progress Report to 2016 BigDOG Donors –Susan Martimo designed the cards, had them printed, and Carol Campbell hand wrote and mailed the thank you notes.

New Business:

- a. Discuss location for October 2017 WSFOL annual dinner – Discussion was held regarding a location for the upcoming annual dinner. Dates in October were reviewed for conflicts. Helen made a motion to hold the event at the Bryte Café on Thursday, October 19, 2017. Susan seconded the motion, motion carried. Helen will contact Renee Collins at WUSD with the request. Board members will bring ideas for dinner meeting speakers to the next board meeting.
- b. Discuss the recent \$1,000 donation from the Zacky Family Foundation – Tabled.
- c. BigDOG 2017 updates – Tabled.
- d. Update the WSFOL 2015 document – Board members to bring current and bring to next board meeting.
- e. Determine WSFOL's membership status in the West Sacramento Chamber of Commerce – Tabled.
- f. Discuss the creation of a Web Site for WSFOL - Tabled.
- g. Update WSFOL library display with photos of Board members – Tabled.
- h. Hand out membership brochure with each new adult library card – Tabled.

Helen handed out copies of the current brochure which needs updating. Board members will bring proposed edits to next meeting.

i. Add “Man or Woman” a table at the library to members’ activity list – Tabled.

Helen suggested that staffing a WSFOL table for events be added to the list of volunteer activities for members.

j. Formation of Membership Committee –Tabled.

k. Survey of general membership. See notes in announcements section.

Next board meeting will be held on Wednesday, March 29, 2017 at **6:00 p.m.**

Meeting adjourned, 7:10 pm. Helen MacDonald, Secretary