

West Sacramento Friends of the Library
June 28, 2017 Board Meeting Minutes

Board Members present: President, Alex Hirsch; Vice President, Ken MacDonald; Treasurer, Susan Martimo; Secretary, Helen MacDonald; Staff Librarian, Dana Christy; Library Advisory Board member, Mark Fink; Membership Chair, Nadine Bollard; Guests, Carol Campbell, Charlotte Dorsey

Meeting was called to order at 5:58 p.m. by President Alex Hirsch.

Announcements: Alex Hirsch made the following announcement: WSFOL raised over \$1,400 during the summer book sale on June 17 and 18, 2017. Helen MacDonald reported that ninety-seven (97) full bags of books and ten (10) partial bags of books were sold on Sunday at \$4.00 per bag. Alex announced that WSFOL will be presented with a \$3,000 grant from the River Cats Foundation at the baseball game at Raley Field on July 27, 2017. Ken MacDonald reported on and passed out copies of an article from the ALA Voice Newsletter regarding merging a Friends group with a Foundation. Ken requested that a discussion of the article be held at the next board meeting. Charlotte Dorsey from the Bryte and Broderick Community Action Network (BBCAN) reported on an upcoming community event “Connecting Neighbors” to be held on Saturday, July 29, 2017 and made a plea for volunteers for the event. A door-to-door survey will be conducted in Bryte, Broderick and Old West Sacramento neighborhoods with questions focusing on internet use and transportation access. **Action:** WSFOL Board will send the flyer to WSFOL email list. Per Ken’s request Charlotte shared the numerous volunteer activities she is involved in.

Approval of the May 31, 2017 Minutes: Susan moved to approve board minutes of the May 31, 2017 meeting as amended; Ken seconded the motion; the motion carried.

County Library Report: Dana Christy reported her participation in the CalHumanities Grant, “I am Your Neighbor-a Tale of Two Cities”, a cooperative effort of the Yolo County Library in cooperation with Yolo County Housing. In the fall three venues will screen a film showcasing homelessness: Woodland Community College in Woodland; Veteran’s Center in Davis; and perhaps AFT in West Sacramento. Jenny Tan, former Administrative Assistant for Yolo County Library, received an award from the ALA for some of the marketing materials she developed for the Library. Dana noted that AFT received \$100 from the Women of the Moose for library materials. In staffing news: the now vacant Administrative Assistant position will be filled after the hiring of the new County Librarian; Dana’s former position in Davis has been filled by Margaret from the Clarksburg branch; Carly from the Knight’s Landing branch has left the County system to take a position with Sacramento City College. Dana reported on the success of students Read Off Your Fines, and her excitement at testing out a virtual reality goggle set – the only one in the county so far. She would like to get it up and running for the teens soon. Discussion was held regarding the 15 Chromebooks to be purchased with the River Cats Foundation grant monies. **Action:** Ken requests that AFT procure 2-3 bids for the Chromebooks; he will use his credit card to purchase the books and be reimbursed by

WSFOL. Self-Published Local Author Shelf: Authors can donate self published books, memorabilia items, etc. to the library. After review by library staff, items will be catalogued at Central Services and put on the library shelves for a year.

Branch Report: Dana distributed the statistical comparison report of library services offered in May 2016 and May 2017. She noted that circulation was down at libraries countywide for May 2017.

LAB Report: Mark Fink reported that both the LAB and Yolo County Library Foundation (YCLF) are sensitive to potential funding conflicts between Friends' groups and the Yolo County Library. He noted that the chairmanship of the YCLF has shifted: Mark is now Chair; Camille Chan is Vice Chair. Bylaws will be the next task for the Foundation. **Action:** Mark will email the West Sacramento Community Foundation regarding WSFOL's grant application.

Treasurer's Report: Susan presented the check from the Big Day of Giving in the amount of \$3,604.89 and shared the income and expenses for the month May 2017. She reported that she will bring January – June 2017 totals to the July board meeting.

Membership Report: Nadine reported a current total membership of 82 individuals, 68 families. There are 40 non-renewals from 2010. Ken suggested sending a query letter to the inactive members to encourage renewals. Another recruitment suggestion was made to ask the City to insert information regarding WSFOL into utility bills. Discussion was held as to the census location of active members. Carol Campbell noted that there are two members in the 95605 zip code and the remainder are in 95691. **Action:** Nadine will map the addresses of the 82 active members; Dana will provide Nadine with a software app to assist with the mapping.

Web Site Report: Alex reported that from May 31, 2017–June 27, 2017 the website had 214 unique visitors and 303 page views. Top page viewed: www.westsaclibfriends.org with 192 views. Referring sites and times: www.YoloCounty.org - 30 times; Google – 9 times; Bing - 5 times; Facebook – 5 times; Twitter – 5 time; and Misc. – 6 times.

Old Business:

- a. Susan – update about use of non-owned auto insurance policy: Susan reported that our carrier needs a Verification of Insurance Coverage form filled out by each of our volunteers who use an auto as part of their volunteerism and passed out a sample form she created. She noted that the use of non-owned autos policy described to her by the carrier would cover liability but not collision and would cost \$250.00 annually. The Board requested a price for full coverage. **Action:** Susan will check with our carrier regarding cost of full coverage and report back to the Board at the next meeting.
- b. Helen – update about potential speakers for the October 2017 Annual Dinner Meeting: Helen reported sending email and snail mail to Allen Pierleoni and having no response. She suggested several local authors, including Patti Palamidessi and James Rollins as other options. The Board indicated its strong interest in a food writer to take advantage of the Bryte Café venue. Helen confirmed that Renee Collins would be pleased to have a

critic provide feedback on the Bryte Café program. **Action:** Helen will contact the Sacramento Bee regarding Allen and if he is no longer available, invite food critic Carla Meyer to be the speaker.

c. Alex – update about attending Winters Friends of the Library meeting: Alex noted that the meeting was lively and interesting. **Action:** Alex will present the Board with a report at the next meeting after talking with the president of the Winters Friends.

d. Dana – update about translation of the WSFOL membership trifold: with electronic copy in hand, Dana will work with County Library staff on the translations. Charlotte Dorsey volunteered BBCAN to help distribute the trifolds via their outlets.

New Business:

a. Discuss topics and response time for general member survey: Topics were discussed for inclusion in the survey including- would members like more events, i.e. get togethers, events, fundraisers; would members like the membership categories changed and incentives changed or added; would members like changes to be made to the bylaws; do members use the library and if so, what do they use; and if not, what would change that; and what library programs do members want to see implemented; have members used the computers and books by mail, are members aware of volunteer opportunities at the library. Alex suggested the survey be mailed by snail mail with an option to send responses by email. Including the survey with the next newsletter was suggested.

b. Discuss changes to WSFOL bylaws: Tabled.

c. Discuss library involvement (book Bike) at the West Sacramento Farmers Market at the Barn: Dana reported the cost to have a table at the market is \$1,000.00. Based on the extremely high cost, WSFOL will not participate in an upcoming Farmers Market event.

d. Discuss membership incentives: Tabled.

Helen made a motion to change the order of the agenda so that more time could be allotted to Old and New Business items. Ken seconded the motion, motion carried.

Action: Alex will rearrange the agenda for the next meeting.

Carol Campbell presented Alex with the four comic books donated to WSFOL which were deemed to be of somewhat high value. **Action:** Alex will list them on the internet for sale.

Next board meeting will be held on Wednesday, July 19, 2017 at **6:00 p.m.**

Meeting adjourned, 7:54 pm. Helen MacDonald, Secretary