

West Sacramento Friends of the Library
February 28, 2018 Board Meeting Minutes

Board Members present: President, Alex Hirsch; Vice President, Ken MacDonald; Treasurer/Interim Secretary, Helen MacDonald; Yolo County Librarian and Archivist, Mark Fink; East Yolo Regional Library Manager, Dana Christy; Library Advisory Board (LAB) City of West Sacramento Representative, Susan Martimo; Guests, Aria Berliner, Carol Campbell, Traci Dawn

Meeting was called to order at 6:00 p.m. by President Alex Hirsch.

Announcements: Introduction of Aria Berliner, PhD student graduating from UC Davis this summer, soon-to-be a West Sacramento resident, who is a passionate supporter of libraries, interested in joining WSFOL and interested in taking on the Web Master duties for the Friends. Alex announced the upcoming WSFOL spring book sale to be held on April 21 and 22, 2018 in the AFT Community Room.

Approval of the January 31, 2018 Minutes: **Action:** Alex moved to approve minutes of the January 31, 2018 board meeting as amended. Ken seconded the motion; the motion carried.

Treasurer's Report: Helen MacDonald distributed the income and expenses statement for January 2018.

Membership Report: In Nadine Bollard's absence, Helen MacDonald reported three new members joined WSFOL during February bringing the total to 63.

Old Business:

Helen – Discuss proposed 2018 budget for WSFOL: Helen distributed AFT's proposed budget and a proposed 2018 budget for WSFOL that included a new line item for Staff Events: Team Building in the amount of \$600.00. **Action:** Alex moved to approve the proposed 2018 WSFOL budget with the additional line item. Ken seconded the motion; the motion carried.

Alex – Discuss short-term solutions for unacceptable donation removal: Helen reported she contacted International Paper on February 26th inquiring as to the status of when the company might resume accepting books. She was told to call back after March 5th. Currently the Friends room has 15 boxes of books that are awaiting disposal. Susan Martimo offered to take 15 boxes of books scheduled for disposal to the dump each month if needed. Carol Campbell offered to research companies that would take boxes of books to the dump. Alex will reach out to Patricia Stratfull to retrieve her donation of four boxes of books for the upcoming book sale. **Action:** Helen made a motion that WSFOL hold a Month of May clearance sale if there are numerous boxes of unsold books at the conclusion of the April book sale. Alex seconded the motion; the motion carried. Dana will dispose of some of the boxes of books awaiting disposal.

Alex – Discuss search for new location for book storage: Continuing to reach out to J.P. Singh regarding warehouse space. Some Board members expressed discomfort with the option of storing books at a location other than the Friends room.

Alex- Discuss the development of officer training materials: Alex encouraged Board members to create a description of job duties for their particular position.

Alex – Discuss protocol for social media and Internet posts: Alex discussed the possible roles for Aria including content management for westsaclibfriends.org, Facebook, and Twitter. Aria suggested WSFOL should also have an Instagram presence. In addition, she mentioned the ideas of posting the Friends newsletter on the WSFOL website as well as information regarding Amazon Smile.

New Business:

* *Alex- Discuss filling the vacant Secretary position:* Aria may be interested in taking on the Secretary position in the next months.

**Alex-BigDOG 2018 discussion-donor outreach campaign, publicity, event plan for May 3, 2018:* Alex reported that he will continue to research joining with other West Sacramento BigDOG organizations regarding hosting a joint event. Mark Fink reported meeting with Supervisor Oscar Villegas who offered to help with logistics for a fundraiser for WSFOL. Helen shared the new “Teens Needs” focus for this year’s BigDOG campaign.

**Alex –2018 WSFOL annual dinner update:* Alex confirmed that per Renee Collins and Cheryle Sutton, the Bryte Garden Caffé will be available for the annual dinner on October 18, 2018.

**Alex- Discuss participating/volunteering with other Friends groups at the Yolo County Fair:* August 15-19, 2018: Alex will gather additional information and bring this item back to the Board.

**Alex- Discuss applying for West Sacramento Community Foundation grant:* Alex will complete the application with a focus on Teen needs and email out to Board members for their review prior to the March 15th due date.

Branch Library Report: Dana distributed the statistical comparison report for February 2017 and 2018 and highlighted the “Valentine’s Cards Making” event which was attended by twenty-five patrons. She also noted that Narcan, a nasal spray for the emergency treatment of a known or suspected opioid overdose, is now available at AFT.

County Librarian’s Report: Mark Fink distributed copies of his report and a document titled “Everyone Is Welcome”, an in-depth report of Yolo County Library programs, descriptions and frequency/quantity of programing for 2017. He noted that April 8-14, 2018 is National Library Week.

LAB Report: Susan reported everyone is welcome to attend the LAB meeting on April 11, 2018 which will be held at AFT at 6:30 PM in the Community Room. WSFOL will assist Susan with set up and light refreshments.

Web Site Report: Tabled.

Next board meeting will be held on Wednesday, April 4, 2018 at **6:00 p.m.**

Meeting adjourned 8:07 pm. Helen MacDonald, Secretary