

West Sacramento Friends of the Library  
September 27, 2017 Board Meeting Minutes

Board Members present: President, Alex Hirsch; Vice President, Ken MacDonald; Treasurer, Susan Martimo; Secretary, Helen MacDonald; Yolo County Library Foundation Chair and LAB District 1 Representative, Mark Fink; Yolo County Library Regional Manager, Dana Christy; AFT Library Staff, Sylvia Moreno; Guest, Jim Colgan

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

Announcements: Alex Hirsch made the following announcements: \*The WSFOL Annual Dinner Meeting will be on Thursday, October 19<sup>th</sup> at the Bryte Caffe with Guest Speaker Carla Meyer

\*The Yolo County Library Foundation is holding its Friends and Foundation meeting and potluck on Saturday, November 11 from 10am to 1pm at the Stephens-Davis Branch Library at 315 E. 14<sup>th</sup> Street, Davis, CA 95616. Draft agenda:

1. Friends of the Library Presentations
  - a. Fundraising – what methods have been successful; what methods have not been successful; any lessons learned you want to share with the group?
  - b. Membership Drives – what methods have been most successful in adding new Friends members?
  - c. Social Media – are you using it; if so, how do you use it; and what has been successful?
  - d. Friends “Show and Tell Display”
2. Yolo County Library Foundation
  - a. Mission and Vision
  - b. How can we help your organization?
3. Library Programs/Projects/New Things to Highlight

\*The WSFOL Winter Book Sale will be on Saturday, December 2<sup>nd</sup> and Sunday, December 3<sup>rd</sup> at the Arthur F. Turner Community Library. **Action:** Susan will find a volunteer to set up the Books for Children display on Friday, December 1<sup>st</sup>.

Helen MacDonald reported that as of the end of 2018 Bill Campbell’s warehouse will probably no longer be able to house the unwanted/unsaleable books donated to the Friends. She also noted that the magazine racks in the Friends Book Alcove are in need of repair. Discussion was held regarding repair versus replacement. Dana Christy will check prices on replacement racks. Helen reported that Patty Wong’s mother had recently passed away. Per Board agreement, Helen will purchase and send a condolence card.

Branch Report: Sylvia Moreno, staff library associate, presented information regarding the Summer Reading program, including a breakout of sign-ups and finishers by library branch and by age. Additionally, she distributed program data comparisons for June, July, and August of 2015, 2016, and 2017. Sylvia has been deemed the “Virtual Reality Queen” for AFT with the arrival of virtual reality equipment. She reported that she has revived the Teen Club and is working at encouraging teens to participate. Ken

MacDonald suggested that a teen become an ex-officio member of the Board. Dana Christy reported that Touger Vang is leaving AFT to relocate near his family in North Carolina. His last day will be October 13, 2017. A pot luck on October 10<sup>th</sup> will be held in the staff room to honor him; all are welcome to come and wish him well. She mentioned the upcoming programs to be presented at AFT: Part II of Lest We Forget, and a film and panel discussion on homelessness "I am Your Neighbor-A Tale of Two Cities". Dana reported that more funding made available through the Rural Initiative will provide 40 additional Chromebooks/hotspots.

Approval of the August 30, 2017 Minutes: Susan moved to approve board minutes of the August 30, 2017 minutes as amended; Ken seconded the motion; the motion carried.

Treasurer's Report: Susan distributed financial reports for the months of July and August. She will provide information regarding a \$100 donation made on July 18<sup>th</sup> to Helen so that a thank you may be sent to the donor. Alex inquired about check numbers #1979 and #1982 that were missing from the August expenses report. Susan noted that #1979 was a duplicate and #1982 had been issued incorrectly. She noted the remainder of the Families Together grant funds had been spent during August which now gives a truer picture of WSFOL's fund balance. Alex reported that he tried to reach out to Deborah Bagdazian to audit the 2016 books but that the number he had was a non- working number. Helen confirmed the number was the same as the one on the membership list.

Membership Report: Mark Fink suggested utilizing the West Sacramento Community Facebook page for advertising the event and noted that Next Door could also be a vehicle for passing along WSFOL information. Helen reported a return newsletter mailing for member George Parrott and that she had been unable to locate a new address. Dana and Sylvia volunteered to check with him when he comes in to facilitate English as a Second Language this week.

#### Old Business:

\*Ken – Discuss relationship between Friends groups and Yolo County Library Foundation: reported on in Announcements section above.

\*Alex – Finalize membership survey: It was suggested that colored paper be used for the survey so that it stands out from the agenda and minutes on the tables. A drawing for a \$10.00 prize was agreed upon in order to encourage completion of the surveys. Mark will provide the prize money.

#### New Business:

\*Helen- Report updates on membership renewals: Helen noted that two renewals were received as a result of the newsletter mailing. **Action:** Helen will send newsletter to donors from BigDOG 2017 who are not current WSFOL members.

\*Alex – updates about the Annual Dinner Meeting: Alex reported that Carla Meyer will be attending solo and would like the chicken entrée. He will provide a slide show to run before and during the dinner. Helen reported that she had not heard from the News Ledger regarding publicity. **Action:** Helen will reach out again to the News Ledger. Alex

suggested holding another meeting the week of the dinner; the rest of the Board felt email correspondence would be sufficient. **Action:** Helen will email the Board a list of all dinner attendees, memberships and renewals, and all monies received after October 13<sup>th</sup>.

\*Alex – Discuss applying for the Buck Education Grant Program: Alex distributed information regarding the grant. The October 31<sup>st</sup> deadline was a drawback for some Board members. Dana Christy offered to contact Meg Stallard for additional information and report back to the Board.

\*Alex- Discuss joining the West Sacramento Chamber of Commerce: Alex reported he had decided not to pursue WSFOL's membership in the West Sacramento Chamber of Commerce due to the expense. The Chamber will, however, provide information regarding our Annual Dinner Meeting in their general email mailing. **Action:** Susan will email Alex the newsletter to be sent to the Chamber.

\*Alex- Discuss the creation of officer training materials – Susan reported she is working on details for the Treasurer's duties.

LAB Report: Mark reported on the progress of the new Yolo branch library, noting that drawings had been finalized and that a build date of 2019 had been established. He reported additionally that the Facility Master Plan was close to completion.

Web Site Report: Tabled.

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

Meeting adjourned 8:10 pm. Helen MacDonald, Secretary