

FORESTHILL FRIENDS OF THE LIBRARY

PRELIMINARY DRAFT BOARD MEETING MINUTES - 14 May 2019

Daft Minutes for Approval At Our Tuesday 9 July Meeting

The meeting was called to order at 5:04pm.

In attendance were: Sally D'Aragon, Sharon Ross, Tyler Harkness, Robin Guthrie, Sophie Bruno, Mikel Paris, Janice Christian-Whitney., KW Rice and Lorene, the Truffle Teacher

Treasurer's report:

Robin said that she was having trouble matching the money with the event. People pay for their auction books several weeks or months after the auction closed. The bank balance started with \$2,217.37 as of 5 March. Book bag sales go into the safe in the book room, so they are impossible to track. We have done \$105 in book auctions. The book room has done \$145. The first truffle class brought in \$34. Donations: we have a couple who were donating to Elijah's Jar a lot and now they are donating throughout town. We received two checks, one for \$100 and one for \$200 and we just received another for an additional \$100. Katie sent the appropriate thank you letters. One April 13th, we sold \$80 in quilt opportunity ticket. At the plant sale we made \$82 in quilt tickets. We will have four more opportunities to sell quilt tickets before the final drawing.

We wrote one check to the Auburn Journal for \$99 for two years. We were not notified that our subscription had expired. We were told that if the AJ went out of business, our unused subscription balance would be refunded. We also wrote one check \$70 for change for the quilt sales. Our final balance is \$2,794.37. Our money market account paid us \$.84 in interest and a balance of \$19,358. Robin is working on our state 990-EZ return which is due by June 30th. And she has printed out the Fed 990-EZ return.

Sally D made a motion to accept the Treasurer's Report. Sharon seconded. Motion passed unanimously (MPU).

Foresthill Library Report – Janice Christian-Whitney.

For the month of March we had 2700 patrons coming to our library. For April we had close to 2600 patrons. For our Preschool Story Time, we had in March 45 for the month and April we had 62 for the month. The families in Foresthill have been receptive to having a welcoming, safe place for their children to socialize and the adults to network. Janice has her eyes on Lighthouse Kids Co. as source of free diapers. At our story times we have a broad range of children, ranging from well under age two up to age six. During the Spring break, we had quite a few kindergartners come to our story times, so Janice could read longer books. The older kids could model behavior for the younger kids.

After story time, the children do origami, paper crafting and coloring. Janice tries to relate the craft work to the themes of the story time.

In March we had amazing amount of 40 library volunteer hours logged. Janice and Rayanne hardly spent any time shelving books. In April the number of volunteer hours was 28. One of our volunteers

lost her spouse. Another volunteer lost her mother. Another volunteer's spouse not doing well and she had to cut back her hours.

In March the PCL finished its survey of the county, including on-line surveys, focus groups and street surveys. The main focus of the survey was to determine the general awareness of the library. She found it more interesting and more fun that she was expecting. She did most of her street surveying at the Walmart in Granite Bay.

Also in March we had our LAB meeting at our library. All the community members and visitors were able to tour the library and see the changes that have been made.

Janice was excited to announce that the Foresthill Library has a social media presence using Facebook and Instagram. Not all PCL branches are posting.

Janice was excited to announce the library has announced that the theme for this summer is "It's showtime". She invited everyone to check out new displays in our library.

Answers to questions: Sophie said that 8 to 12 volunteers from the library staff were involved with the surveys, including Janice.

Placer County Library Report – Mikel Paris and Sophie Bruno

[Mikel] We have quite a few vacancies in PCL. We just filled the Granite Bay librarian's position. The bookmobile specialist position is about to be announced. Also a clerk position in Tahoe, an Auburn senior librarian position and a tech position in admin will be opening up soon.

[Sophie, PCL Assistant Director] We had 821 respondents to the on-line survey. The street survey found that many people are not aware of the PCL. Those people said that if they want a book, they can buy it on Amazon. They were not aware that they can check out Kindle books. The superusers of our library just want more.

Next week the staff will begin writing the next five year plan. This one will be more action forward, with goals, objectives, timelines, who will do what, etc. The staff will have a two day retreat. The plan will go before the LAB this summer and then to the Board of Supervisors.

The other thing she talked about was standards of Literacy. The California State-wide Literacy Program awarded our library system a \$25K grant for family literacy. This will use kits in our libraries, with things like a book linked to a game that improves literacy. These will be used in a supercharged story times or craft times. Rocklin and Auburn have already tried this concept out. These sessions were not really advertised. For the eleven years that Sophie has worked in our library, the PALS staff has worked separately from our library staff. Now our staff will get to know more about what the PALS program does. Sophie will ask our friends group if we want to support this program. This program will be based in our community, not necessarily in our branch library.

Sally DA asked who would be handing out the materials. [Answer from Sophie] Our library staff would be handing out the materials. KW asked if the Family Literacy program would be different from the Reading Literacy program, which is more one on one. Sophie answered, yes, it is another component of the Reading Literacy program. Sophie said that it could be located in the elementary school. Robin suggested we ask the elementary school teachers and the charter school teachers to help identify who

we could serve. Sally DA said that if the Friends are going to financially support this program, we have to have some experience this program.

In closing, Mikel said that either he or Sophie would try to attend our FFOL meetings. Also it might possibly be Mary or Kelly. Most likely it will be Sophie.

Old Business:

The Chocolate Truffle Class was so successful we scheduled a second class on May 9th at Memorial Hall. Possibly we will be doing it again in the Fall. Lorene asked if we wanted to raise the price of the class to \$66. The general consensus was sure, let's do it.

Sally D suggested we might try another pine needle basket class. There were a few names on the waiting list that might be interested. Robin suggested we offer a class on bug out bags. Patrice might teach a class on art journals.

At the Plant Fundraiser, we made \$82 in raffle opportunity sales. Next year we might go for a Quilt Show / Plant Sale. The heritage book sales were kind of disappointing last year, so we will not do that again.

The Chamber of Commerce wants us to register for booths at the 4th of July and Heritage Festivals. There was some discussion about how much is the registration fee, so Sally D moved "If there is a fee for the two events mentioned above, we pay it, if it is under \$50 each." Robin seconded. Motion passed unanimously.

Update on our book club. They have had two meetings and they were a lot of fun. They read two books, *The Immortal Life of Henrietta Lacks* and *Finding Gobi*. The next book is *News of the World* by Paulette Jiles.

New Business:

Sally DA asked if anyone had any bills to submit? Robin said no but what she really needed was a three hole punch. Sally DA said Robin could buy one and be reimbursed.

The community survey was already discussed. The FFOL was thinking about putting out their own survey itself. It would be about what kind of classes or other activities our community wanted. We did not want to confuse the community with two different surveys. County staff said they would get back to us with the definitive ruling.

Sally DA said that apparently we have an executive board, which she did not know about. When Robin was appointed Treasurer, the leadership of the Foresthill Friends of the Library went to Wells Fargo Bank in Auburn. Our banker gave the leadership what they were told was the appropriate form. The leadership filled it in and signed it. They left the bank thinking every thing was good. Later they were told that every thing was not good. They were not given the correct form, we think. Robin can not see our total balances. She can make deposits, (any one can deposits), but that is all. She can see the our account online because she has the password. Tyler asked if all the officers need to go down to the bank at the same time. He was told that we will have to call the bank and find out. Sally moved that a

list of our current officers who have authorization to write checks be sent to Wells Fargo with all deliberate speed. And also the names Sally Drone and Steve Stevenson are to be removed from the list of authorized check signers. Tyler Harkness seconded the motion. Motion passed unanimously.

List of the current officers of the Foresthill Friends of the Library, Inc. who are authorized to sign checks.
5-14-2019

President: Sally D’Aragon
Vice President: Sharon Ross
Secretary: Tyler Harkness
Treasurer: Robin Guthrie

See <http://foresthillfol.org/ffol/>

[Secretary's Note: There is no mention of an executive committee in our bylaws. In my experience, an executive committee is only useful when you have a large and diverse board (10+). The four people listed above make up a majority of those voting at any board meeting I have attended.]

August 3rd Book Fundraiser

We will have another meeting before the August Fundraiser. Before the Fundraiser, we will have to stack the books in the Community Room because we do not have the room.

Showing films in the Community Room

KW said that he had seen displays for the summer programs for films and reading. We have talked to the leadership of the PCL about showing films in our community room, e.g., The Wizard of Oz, etc. We have a nice projector, a white wall to project on and cardboard screens for the windows. The county has a license to show films, royalty free. Robin pointed out that we were told that we could only show films on Library premises. We have used Memorial Hall, which is county owned, for other community events that were too big for our community room. Sophie asked what does our mission statement say about showing films. Robin said that we have done other activities that support reading and literacy and the community in general. Sally D pointed out that we were permitted to put on the “Starry Night” program at Memorial Hall. The capacity of the whole library building is 47 people. KW pointed out that every time we have a LAB meeting, we are probably over capacity. Sophie pointed out that the license is paid for by Placer County, and might not allow use by an outside group, even if the purpose of that group is to support the Library. [Secretary's Note: we should obtain a copy of the PC rental agreement to clarify what is allowed.]

Mikel pointed out that if the showing of films was a part of the Summer Reading Program, (SRP), of the library, this would have to be incorporated into the planning process, which takes six or eight months. Mikel said the theme for the SRP is “Showtime”, which will be about books about films. The theme is about films but the focus is on books.

Robin said that she thought the Friends are missing their traditional involvement with the SRP. Sophie said that there is eight months of staff time involved in planning of the SRP including craft supplies. It took Molly two weeks to count the 15K pins involved in the awards. Sophie said when the FFOL help pay for the the SRP, it looks like the SRP is free. Sally D said that sending a check off to the PCL is gives some gratification but the hands on activities that we like to do has been throttled.

Mikel said that the Auburn Friends of the Library, which is relatively large, has three major fundraisers; their bookstore, their annual dinner and The Big Day of Giving. Their annual budget is around \$7,500 [?]. Sophie again asked what was did our mission statement say? KW said it was to support the library. Sally D again mentioned the "Starry Night" astronomy program, which brought in around 80 people which for us was huge. Mikel said that Foresthill has its chocolate truffle class, other craft ideas, book club, plant sales and quilt raffle. No other branch has so many programs that fit the interests of their community so well.

Lorene came up with the idea of the Odd Fellows sponsoring the showing of films. Mikel said that the Odd Fellows would need a license to show even a free film. Sophie said the Odd Fellow would have to pay the commercial fee to rent the community room. Robin said that in the 1930s, 40s and 50s, the community room was much bigger, with a stage and a giant roll down screen. End of discussion.

There will be a LAB meeting tomorrow in Applegate.

The meeting was adjourned at 6:25pm.

Next meeting of FFOL meeting will be on 9 July at 5pm