

Foresthill Friends of the Library

Draft Minutes

To be approved at our next meeting

Thursday 26 January 2017 at 2:00 pm
24580 Main Street
(530) 367-2785

(If you want to have this document at our next meeting, please print it.)

The meeting began at 2:14. Those present: Sharon Ross; Tyler Harkness; Sally d'Aragon; Cathy Gerber; Eve Nyren, PC Library Services Manager; Robin Guthrie, Foresthill Branch Manager

Approve/Revise September Meeting Minutes

1. Sharon moved that the minutes be accepted. Sally seconded. Motion Passed Unanimously (MPU).

Treasurer's Report:

1. We have two Treasurer's Reports for November and December 2016.
2. We had income from our Book Room Fundraiser, a couple of membership donations, our various craft classes and our Silent Auction. Our book bags continue to sell and we have about a third of a box left in inventory. Our total expenses were \$5,000 to the Placer County Library, for books and DVDs purchased for our branch. Our total combined account balance is \$20,374.

Operations Reports

A. Foresthill Branch Library – Robin Guthrie, Foresthill Library Branch Manager

1. The weather brings out people. It has been really busy. In the winter, people get cabin fever. Also some homes have been experiencing power outages and their owners need to come in to use our computers. Robin and the staff have been doing a lot of weeding of our book collection and other material. Robin and Sharon have been working on the schedule for our craft classes.
2. Robin and Sharon have also been getting ready for summer programming.

B. Placer County Library - Eve Nyren, PC Library Services Manager

1. The PC Library admin staff, i.e., Mary, Kelly, Carol, Jenny and Eve, have moved out of the Auburn Library to 145 Fulweiler Ave. Suite 150., same building as Risk Management. This freed up their old offices for the Auburn branch management staff.

2. Tony, who was the branch manager of the Granite Bay Branch, moved into Mary's old offices as branch manager of the Auburn library. Felicia is now working out of class as a librarian 1, supervising the Granite Bay branch.
3. Terry Pilot, the other senior librarian at the Auburn branch, is now working as the head of collection development, a new position. She will be working with various software programs, including Collection HQ. One of the reports that this program puts out is called "DOA", which tracks library material that has been ordered but never checked out. When the Fresno Library installed this software, they found that 40% of their collection was DOA.
4. Also Eve's counterpart has left our system and a replacement is being interviewed this week.
5. The staff who worked at the two closed branches, have been absorbed into the other branches and we need more. We are getting a HR study done by an outside consultant to determine the optimum level of staffing. For example, the Auburn Library is fully staffed. But, in some pay periods, the Auburn library staff is donating up to 50 hours of staff time to cover routine leaves at other libraries. We need another staff person for the Foresthill Library, so that Robin can take her vacation and other leaves that she has earned. One of the things the consultant will do is to look at the job descriptions and classifications of employees and update their job description. This will make it easier to recruit new people. For example "clerk" is an old fashioned job title and does not mention using computers. And the consultant will recommend how many people of each job classification does it take to run each branch.
6. In March, the BoS will ask various department heads to present as many as four "choices and challenges" budgets to address various levels of funding. One option would be no more money and no more positions. Another option would be a best case scenario. And a couple would be in between. The proposed budget will be submitted in June. The final budget will be submitted in September.
7. Also in March, the Library Advisory Board will be meeting, along with the All Friends Meeting.
8. The staff is working on the "Summer at Your Library" program. This year all the readers will get a book and a prize. One of the prizes will be a golden ticket offering admission to, among other things, a stargazing party at Sugar Pine Reservoir. Often people get more enjoyment from an experience rather than a thing. Robin said that our branch will be doing more home grown activities, like a bubble day or a craft day making duck tape wallet or Japanese twirling drum or a tie dyed day at the gazebo.
9. The Auburn Library is having a big landscaping project. This will be coming from the PC Facilities budget and is ADA related. There will be a new drive up book drop.

Old Business

1. Foresthill Community Development Council Membership
 - a. The membership dues are \$20 per year. Tyler made the motion to spend \$20 to join the FCDC. Sally seconded. MPU. [Secretary's Note: The FCDC fiscal year is from 1 April to 31 March. At a meeting in June 2017, the FCDC board decided to move our contribution from their fiscal year 2016/17 to FY 2017/18. So we are paid up members of the FCDC through the

end of March 2018]

2. The Spring Plant Fundraiser with the FCDC.

The event will be one week before Mother's Day. We will go ahead with our plans to join them for this event.

New Business

1. Notice to PC Library of an estimate of how much the FFOL will donate during the 2017/18 fiscal year.

Sally asked what we had done traditionally. Robin said that \$5,000 was the biggest donation to date. Robin also said that the DVDs were a huge hit. All the regular DVDs are checked out. We can not keep the Lucky Day DVDs on the shelves. For the next round, Robin may do the selection a little differently. The junior and teen sections need more attention. Whenever Robin does weeding of the collection, she makes a list of what needs to be replaced. Those books and DVDs that are in terrible shape are often the ones that are most loved. Eve will put the amount the FFOL will donate for the next fiscal year in her notes and inform Kelly. Sally moved that we designate \$5,000 to the PC Library for the 2017/18 fiscal year. Tyler seconded. MPU.

2. FFOL Membership Drive

Sharon said we are doing well with general donations and our silent auctions and book sale room donations. Do we need to pursue membership donations? Sally said that we need to provide incentives to memberships, like newsletters, book reviews, etc. We could send out postcards with requests for membership donations. Also Sally said that Fall is a better time for a membership drive. Sharon said that we could set a discussion item for our 13 July meeting to talk about our fundraising plans. Tyler suggested that we have a membership card for each member. When a member checks out a book, they could get a free bookmark or other perks of membership. Or we could have a coffee klatch for members only.

3. Open president and secretary positions on our Board.

Sharon said that she and our secretary will soldier on until we are relieved. The bylaws of the FFOL require a minimum of four Board meetings per year. If we had a meetings on 12 January, 9 March, 13 July and 9 November, we would meet our minimum and be less of a time sink. So Sharon moved the above schedule of meetings of the Board. Tyler seconded. MPU.

The time of each meeting was brought up. It was decided that July and November meetings be at 6:30 and the January and March meetings be at 2:00, due to the difficulty of attending evening meetings in the winter. Robin suggested that we try to put out a newsletter prior to each meeting informing the membership of new classes and programs at the library. Our secretary raised a question about whether four newsletters a year was doable. Our secretary was assured that we would keep our newsletters short and fun. Perhaps we could accept questions from our membership that would be brought up at the next meeting. Robin mentioned that some people are alienated by new technology in our library.

4. Big Day of Giving

Sally said that we need to make changes in budget to facilitate our Big Day of Giving profile. For each activity, we need to show actually how much spend on that activity and the results of that program. For example, the first grade program, how much do we budget, how much do we spend and what do the kids get out of it. The same would apply to craft classes.

5. \$3 Book Bag Sale.

We have lots of bags. Robin will bring in a cash box.

6. Craft Classes

Pine needle basket class and the needle felting class are the only two firmed up. Jeanne Crawford will continue to do the birthday cards for our young readers.

Meeting closed at 3:20. Our next meeting will be Thursday 13 July 2017.- **6:30 pm**

Minutes by Tyler Harkness