

Foresthill Friends of the Library

Draft Minutes of Board Meeting

Wednesday 11 July 2018 at 5:00 pm

24580 Main Street

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

The meeting was called to order at 5:05. Those present: Sally d'Aragon; Sharon Ross; Tyler Harkness; Sally Drone; Kate Berger; Robin Guthrie; Janice Christen-Whitney, Foresthill Branch Manager; Mickel Paris, PC Library Admin

Approve/Revise April Meeting Minutes

1. Sandy's minutes were not presented but were circulated online. Sally dA asked if there were any corrections. Hearing none, Sharon moved that the minutes be accepted as emailed. Sally D seconded. Motion Carried. Unanimously (MCU).

Treasurer's Report:

1. Tyler said that he has a good handle on the total amount of money coming in. but it was difficult to classify by source. There was not any memberships since January.
2. Robin asked if I found the proceeds from the silent auction she put into little envelopes and then put into the safe in the book room,. I said that I could not identify some of the more recent month's auction sales. Then I suggested we should write on the outside of the envelope the date collected, the source of the collection, amount in dollars and coins and then sign it. Robin pointed out that only the Auction proceeds where in the small envelopes
3. Janice said they sold 7 or 8 book bags last month, all to one family..
4. Tyler said that he did not know what to do with the \$138 entry labeled "Deposit" in April. Sally dA said that the breakdown of the deposit was on the deposit slip. At which point our Treasurer remembered that he was told that by our President several months ago and said a silent "duh".
5. Sharon asked about a Junk Card classes in May. Our treasurer told her that the \$79 total revenue from the class will be on the revised May statement.
6. Michel said that he thought the envelopes were a good way to divvy up where money goes.
7. Janice asked where does the quilt raffle money go. The answer was to put it in an envelope, label the envelope (see above) and put it in the safe.
8. Several people asked if we had received a check from the plant sale. Our treasurer said he did not recall. Later Sally dA gave our treasurer a replacement check for \$685 from the Foresthill Community Development Council. This appears in the June Revised statement.
9. On a slightly different note, we are down to two black book bags and zero Junior Friends back pack.

Operations Reports

A. Foresthill Branch Library – Janice, Foresthill Library Branch Manager

1. Statistics for June: More than 4,500 patrons came through our library last month. She gave four story times last month with a total of 65 attendees. We had our first summer reading event, the Spaghetti Construction Challenge, with 14 attendees. We had four summer reading recess passive reading programs, with at least 35 participants. We have five volunteers who logged 20 hours of their time, and two FFOL volunteers who logged 22 ½ hours in our library. Several FFOL volunteers have not been logging their hours in the library.
2. Janice and Mickel will be at the Foresthill Heritage Festival, 9/1/18 with our Bookmobile. Mickel will be working on some crafts and Janice will be making black rocks with gold lettering. The kids will search for the rocks and then try to spell as many words as they can. Also, possibly, a magnet mining craft will be taught.
3. Story Time will be a little loosey-goosey for the next month and then they will get down to hard core crafts and coloring.
4. In the lobby of the library, we have magazines in cardboard boxes. It gives an unappealing look to the lobby. Does the FFOL want to purchase magazine/brochure racks, about 24” deep, 38” wide and under 4' in height. It could display magazines or public services brochures. Sharon asked if something like that is available from Placer County surplus. Sharon volunteered to contact Sherry Wicks. Tyler volunteered to check out the Garage Sale inventory to see if they have something usable.
5. Our Golden Tickets program, for junior readers, has six parties the kids can attend. One of these parties will be at the Colfax Theater. The library has rented the whole theater for the night. We are doing a star party at Memorial Hall.
6. Janice asked about how to get articles in the Messenger. Robin volunteered to give Janice, Scott Nelson phone number. He sends out reminders to send in material. [Temp. Secretary Note 1. I believe that someone else will take over the Messenger in August.]
7. Janice said that when you do a Google search for “Foresthill Library Hours”, the results are old. Mickel said that he will ask the PC Library admin to look at that. Janice also asked if we have a website and a Facebook page. [Temp. Secretary Note 2. I did a Google search for the above. All the top returns showed the current hours for our Library. Our operating hours are also prominently displayed on our website and Facebook page. Our Facebook page also has many library-related articles and pictures posted by Sue Newman and others.]
8. Sally D asked if any patrons are using Ancestry.com. Janice said a couple people are using it. One person found that she is related to Henry David Thoreau. It was the consensus of our group that we need to advertise this service.
9. Robin said that the principal of the Elementary School will be waiting for us to call to arrange the class tours in early August. After the Elementary School combined with the Middle School it was hard to get the kids to come up to the library. When the first graders tour the library, they get a gift bag with three books, a library card application, book marks, pencils, etc, in a bag.
10. Janice asked if we display local artisans work. Robin said that we have done that. There is a PC policy form the artist has to fill out. There is room for around eight items to be displayed.

B. Placer County Library – Mickel, PC Library Admin Services

1. We hired and brought on board a new librarian for the Tahoe area. She started July 3rd. She is the first librarian in the Tahoe area. She will be overseeing two branches.
2. There will be a Library Advisory Board meeting next Wednesday at Kings Beach in Tahoe City. Everyone is welcome to attend. They will finalize the wording of the FOL operating agreement. The next meeting of the LAB will be in Colfax.
3. The All FOL meeting will happen around March 2nd of 2019.
4. PCL is working on something called the Integrated Library System (ILS) which will make it easier to search for books. The PCL has not signed the contract yet with the vendor. When they are ready, there will be a PR campaign to promote the capabilities of the new system.
5. Sharon asked about difference between Overdrive and Libby and will both systems continue to be supported. Mickel said he will have to get back to Sharon on that. He also mentioned that there is also a book reading program called Huppla.

Old Business

1. Bag of Books Sale. Saturday, August 4th, will be the date. We are currently sorting the books by category. We usually have four tables and a popup on the street. The sale opens at 8:00 am. Sally dA will make the sign up sheets for workers. The library opens at 1:00 on Saturday. So we will have to put up all the books on tables in the hallway on Friday afternoon. The books will go for \$3 per bag. We will also need paper bags.
2. Gala Party, Sunday 26 August 1:00 to 4:00pm. Wilbur would like to put on a tea party Sunday afternoon. She has six menu items: a fruit bowl, a watermelon shish kabob, two kinds of finger sandwiches (one vegetarian, one not), spinach tortilla spirals, meatballs and potstickers or wontons. For dessert, there will be petit fours. If we have any special requests get back to Wilbur (Scones, Sally D?) She will take care of all the shopping including clear plastic plates. Wilbur would like to come into the library Saturday, just before closing time, to move some tables and set the stage. Mickel will be in the library all day Sunday. She can come into the library between 10 and noon. We have no idea how many people will attend. We are starting with invitations to FOL members but the public can attend. We will also have lemonade and ice tea. Wilbur is planning on about 60 of each individual menu item.

3. Opportunity quilt update. On the 4th of July we brought in a over \$200. This amount is in the sewing room under lock and key. In the past we have made between \$400 and \$3,000 on our quilt auction.
4. Craft Classes. Robin has plans for an adult tie-dye class. Darcy Walker might teach an intermediate class on knitting.

New Business

1. Purchases for the library. Mickel said for planning purposes, it would be better to try for the same amount every year. Sally D moved to send \$3,000 to PCL for new books and DVDs. Tyler seconded the motion. MPU.
2. Additional Purchases – Hallway furnishing. Sharon will check with Sherry Wicks about PC surplus office furnishings, [Temp. Secretary’s Note 3: Your Temp Secretary checked with the people who run the Garage Sale. They said it would be best to wait until the Thursday before the sale, August 2nd, when most of the furniture has been sorted. Then come over and see if any furniture fits our requirements.] Also our library needs a replacement book cart. Michel said he would talk to Kelly about getting a new book cart.
3. Heritage Festival Booth Fee, Saturday 1 September, \$30. Sally dA has a form for the booth. Robin has about three tables full boxes of antique books for sale at the Festival. They already have silent auction slips. We will need a way to move the antique book to the park. Also the Chamber of Commence asked if we wanted to join the Chamber for \$105 per year. The general consensus was “What would it gain us?” So no.
4. Purchase envelopes for the safe. We have enough envelopes already. We can recycle the envelopes..
5. Buy more backpacks for children. Sally D made a motion to buy more backpacks for kids. Tyler seconded the motion with the addition of “Whatever it takes.” Robin pointed out that the bags come in different colors. We should buy a different color and pattern. Sharon said the we should trust the judgment of Sally dA and Janice and let them order a box of 100 backpacks.
6. Budget for 2018-2019. Tyler will submit a budget for the coming year at our next meeting.
7. So that Janice can attend out FFOL Board meeting, we need to switch our meeting day to Tuesday or Wednesday. By general consensus, it was decided to meet on the second Tuesday of every odd month at 5:00 pm. [Temp. Secretary’s Note 4: Actually it was decided to meet on the first Tuesday, but your temp Secretary has a commitment for the first and third Tuesdays. So he made a executive decision, pending any other scheduling conflict.]

Meeting closed at 6:30. Our next meeting will be Wednesday 12 September 2017 – **5:00 pm**

Minutes by Tyler Harkness for Sandy Simester.