

Friends of the Roseville Public Library

Board Meeting Minutes

August 17, 2020

Zoom Conference Call

- 1) Meeting facilitator: Matt Bridge, president
- 2) The meeting was called to order at 5:09
- 3) Attending: Matt Bridge, Melisa Roden, Norah Leddy, Sandra Buckner, Rachael Prouse
Marsha Lucas
- 4) July volunteer hours: 38 hours
- 5) Consent Agenda
 - a) Notes/Corrections: none at this time.
 - b) Melisa made a motion to approve the minutes. Norah seconded the motion. The motion passed with a unanimous voice vote.
- 6) Library Update: Rachael Prouse
 - a) Book Bundles, readers advisory are up and running. 357 book bundles checked out so far! People love it! Norah asked Rachael for a digital flier to distribute to schools.
 - b) 3GI: contacted principals directly, 14 schools signed up quickly, 1500 cards prepared in 3 days for kids picking up with school supplies. So far, 38 interactions with these 3rd grade cards.
 - c) Will send the same type of info with Adventure Club and at-home preschool families too (new library patrons.)
 - d) Readers's Advisory online form goes live on Wednesday, August 19th. Youth through Adult can fill out a form about interests / inventories and librarians will respond within 2 days with 5 books that they might like to try next (and are in the library collection) and will offer to put them on hold.
 - e) Outdoor story time started at Riley. Families must register before. Only 10 families are allowed with their own blanket. 19 people were in attendance for the first story time. This week they will have it at Riley and Downtown. Working within CDC guidelines.
 - f) Library has been learning about updated science behind quarantine guidelines for books (stacked and unstacked.)
 - g) The Literacy Program has created supply bags that tutors / literacy specialists need. Made grab bags at Downtown, and communicated with the folks in the program to come pick them up.
 - h) Summer Reading Program Update: Finish rate was up, though participation was down.
 - i) 948 registered, 13,472 books read, 2600 activities on line, 5000 badges, got good feedback, 272 book reviews, 54% finish rate (finish rate is usually about half of that.)

- ii) Melisa shared that she was grateful that the library added more pick up dates and complimented the quality of the books available. Last year, there were 60,000 books read.
 - i) Library is still trying to think of new ideas given the current situation. Beanstack might have some ideas. Librarians are looking into it.
- 7) Current Business
 - a) Committees / Volunteer Recruitment
 - i) Stewardship: New postcards for lapsed memberships.! Evergreen option is on the website. New letterhead has arrived as well.
 - ii) Corporate Membership: no news
 - iii) Events / Outreach: no news
 - iv) Teen: Melisa shared that the first step is making the application and getting it to schools. First step after that, selecting the co-chairs through the interview process, then they help put the committee together. Matt did have one student reach out already. Melisa thought maybe we can promote the volunteer application through the Library newsletter that goes out through the city. Rachael shared that the library tells the city what to post, so Melisa will share a link / info with Rachel.
 - v) Governance / Recruitment: A new volunteer reached out and expressed interest in documenting processes for book sales. Matt also asked for a small committee to take a look at the Bylaws, noticing a need to amend for language regarding video-conference board meetings, and a library representative. Norah and Melisa offered to help.
 - b) Trivia Recap
 - i) 48 paid for Harry Potter trivia. Good feedback. Less than we normally have participate. Will try another trivia again, and won't partner with the Chamber of Commerce. Majority of the work and majority of the attendees were FOL.
 - c) Bookstore / Book Sales: no update. Melisa asked about volunteers bundling books for curbside sale, but there is a concern about the safety of the volunteers, logistics of all the bags of books. All on hold for now. Elizabeth is still doing some online sales.
 - d) Social Media Update: facebook FOL page was encountering problems / not getting support, so Matt switched it over. We lost followers. We had 1,000 followers, and we are down to about 200. Need to build those numbers back up. Rachael offered to put a post on the Library facebook page, since many FOL followers are also Library followers. Matt can send the post to Rachael to share.
 - e) Intranet
 - i) Has been added to the FOL website
 - ii) Password protected
 - iii) Contacts, policies, procedures, operations, membership
 - iv) Easier to access than google sites

8) New Business

a) 2020-2021 Budget

- i) All YTD numbers are down, no income from Tequila Mockingbird, only Trivia income
- ii) Membership / Donations: Matt put out an appeal last week and in one day 1,000 was donated.
- iii) End of year, a little over 40K in revenue.
- iv) Expenses, 47K budgeted for the library, 36,000 spent. The same amount was requested again for next year's budget.
- v) Joan and Dena asked for 1,000 for upgrades to Bookstores
- vi) Admin budget covers insurance, print of non-promotion items, flipcause, email marketing
- vii) Total expenses is \$60,000. Will be eligible to take \$2,000 out of the endowment next year.
- viii) Need budget approved by October.
- ix) Norah noticed that Elizabeth's online revenue has not gone down, and suggested maybe try to add more volunteers to that job. Marsha shared that she and Elizabeth are still collecting book donations, through phone messages forwarded by Joan.
- x) Kids Care Dental and Ortho reached out as a possible corporate sponsor, or one of the library programs as a sponsor. If folks sign up for Ortho with them, through us, the customer will receive \$300.
- xi) Overall, pretty close to budget for this year.

b) Family Membership is live. Sandra shared that she is all ready to thank those members.

c) Updates to Bylaws (virtual meetings, ex-officio)

- i) Virtual Meetings: need to add an allowance to hold meetings online
- ii) Ex-officio is named as the city librarian. Need to rename to library representative designated
- iii) Marsha asked how often they need to be updated. Matt shared that they were written in 1973, updated shortly after (handwritten), then three years ago. We can update as often as necessary. The membership at large needs to be made aware of updates and vote. Norah offered to help Matt on taking another look at the bylaws. Melisa will look at edits.

d.) Discussion about the Schwab account and the Placer Community Foundation Endowment. The principal of the PCF endowment is no longer available, but the interest is. The principal funds are protected, and will be for the library in perpetuity. Matt explained that the Schwab account is more accessible than the endowment. Marsha shared that last year, we did have to pull \$10K out because of timing, which helps with cash flow. Matt would like to look at the amount in his Schwab account to see if some should go to the Endowment.

9) Adjournment

- a) Norah made a motion to adjourn the meeting. Marsha seconded the motion. The motion was approved with a unanimous voice vote. The meeting adjourned at 6:35.

Parking Lot:

1. Endowment Fund Proposal
2. Off-Site Book Sales (DMV, Gyms, etc.)
4. Book donation to Adventure Clubs
5. Email address collection at events

Volunteer Needs: Member Outreach, Stewardship, Event Coordinator, Governance, Asst. Treasurer, Board of Directors, Philanthropy, Marketing, Corporate Membership