

Friends of the Roseville Public Library

Board Meeting Minutes

December 10, 2018

Downtown Library

Meeting Facilitator: Matt Bridge, President

Attending: Carol Drebin, Norah Leddy, Marsha Lucas, Natasha Martin, Aaron Samson, Suzanne Sheetz, Anne Thomasmeyer

- 1) The meeting was called to order at 5:00 PM
- 2) November 2018 Board Member Volunteer Hours: 89
- 3) Consent Agenda.
 - a) Motion made by Norah Leddy and seconded by Marsha Lucas to approve Consent Agenda including, Minutes of December 10 board meeting, Membership report, Book Store/Sale report, Treasurer's report and Teen Committee report. Motion passed by unanimous voice vote.
- 4) Library Update
 - a) Natasha Martin reported two library staff have given notice to leave in January 2019. The library has vacancies equal to 5 FTEs with no plans to replace any staff positions.
 - b) Natasha Martin reviewed the library budget process. Work on the 2020 budget begins in February 2019. The status of Measure B (sales tax increase) funds for the library won't be known until March 2019.
 - c) FOL budget process concludes in October. The difference between the city and FOL budget cycles presents a challenge for her planning funding for programs. FOL bookstore revenues go directly for library materials. Natasha requested we let the library know if we have a fund raising campaign for certain programs.
 - d) Discussion proceeded regarding using corporate sponsorship for programs to solve the budget timing problem.

5) Current Business

a) Bookstores

- i) Matt Bridge reported bookstores are doing well.
- ii) Discussion regarding extra space for storage and sorting donations at Riley. Utility Exploration Center has to move before its space in the sunroom can be used by the Friends.
- iii) Downtown pod: Aaron Samson is still working on tracking down Boy Scout troops to use furnishing the pod as an Eagle Scout project. Discussion regarding how much money and effort to put into repurposing the pod for the Friend's bookstore. Downtown location has the lowest revenue. Matt Bridge will confer with Joan Goff regarding further action on this item.

b) Corporate Member Event

Tri Counties Bank was only corporate attendee. Poor attendance for a variety of reasons: timing of invitations, smoke from fires, weeknight. All Board members attended and a friend of Norah Leddy who may be potential board member.

c) Holiday Used Book Sale

- i) The sale went very well and was successful in raising slightly more than last year's sale.
- ii) Comments included: With no craft fair there was plenty of parking. And a need to reconfigure space to give more room for counting, cashiers and customer payment.

d) Trivia Night Recap

- i. Another successful Trivia event. 72 paid attendees.
- ii. The next Trivia Night will be February 25 with a Hollywood Theme.

6) New Business

a) Holiday Giving Campaign

- i) \$3700 has been received so far. Very close to \$4000 (see v. below)
- ii) Lost promotion opportunity when North Pole Tavern event cancelled due to weather.
- iii) A windfall donation of \$1120 was received from the Holiday book sale and will be added to the Holiday Campaign.
- iv) A FOL member suggested that some of the windfall donation be given to help the Paradise Library which has extensive smoke damage from the Camp Fire.
- v) Matt Bridge proposed that 25% of the Holiday Giving Campaign be given to help the Paradise Library. This amount is already nearly equal to the windfall donation from the December book sale.
- vi) All board members agreed this proposal was an acceptable use of these funds.

vii) Matt Bridge contacted the Lake County Librarian who referred him to the Oroville Friends of the Library. The Oroville Friends will accept this money on behalf of the Paradise Library.

viii) Matt Bridge and Aaron Samson will work on media publicity for the donation to Paradise in order to increase total giving to the Holiday Campaign. Anne Thomasmeyer will make special posts for the Facebook page.

b) Tequila Mockingbird 2019

i) Will be on a Friday this year to help with the timing of set up and hopefully increase attendance.

ii) Proposed dates are June 14th or June 28th. Natasha Martin will check library calendar and reserve the space at Riley.

iii) Committee includes Kelsey Short from the library staff and Norah Leddy.

c) City of Roseville Grant

i) Matt Bridge recapped how the grantees were awarded last year. Process for this year may be different. Deadline is early February

ii) Teens want to request \$2000. Probably for SAT Prep class.

iii) FOL needs to find a proposal for grant request. Probably not bookstore pod. Perhaps an author event?

iv) Natasha Martin suggested sponsorship or volunteer-in-kind for several library programs

a) Mid May Wizard 5K fun run with Harry Potter theme in conjunction with Parks and Recreation Department.

b) Operation Swim

c) Summer Reading Program

7) Announcements

Matt Bridge announced new FOL letterhead and additional note cards are available for communication to Corporate Sponsors and donor thank you notes.

8) Accounting

a) Marsha Lucas reported on her efforts to find a new Accounting firm that charges less than our current expenditures of \$3000 a year.

b) With a suggestion from Chuck Nicholson, CPA, with Nicholson and Olson of Roseville, Marsha checked with the city of Roseville regarding a requirement for CPA review of finances for grant proposals. Marsha confirmed with Danielle Foster, Grant Commission Liaison for Roseville, that there is no requirement for professional review. We need submit a statement that our size is too small to justify an audit, along with tax returns and income and expense reports.

- c) Nicholson and Olson would bill \$1000 for filing our taxes. Our current CPA, Barbara J. would charge \$500 to file taxes.
- d) Marsha has also interviewed Lisette Hutchins, CPA, from Jensen Smith Accounting in Lincoln. They would charge \$300 and proposed donating half that amount back to the Friends.
- e) Marsha has been using the current accounting program in tandem with a new one and is ready to transition to using the new software.

9) Adjournment

Natasha Martin moved and Carol Drebin seconded a motion to adjourn the meeting. The motion passed by unanimous voice vote. The meeting was adjourned a 6:10 pm.