

***Friends of the Roseville Public Library***

***Board Meeting Minutes***

November 12, 2018

106 Cloverdale Court, Roseville, CA

Meeting Facilitator: Matt Bridge, President

Attending: Ali Goff, Norah Leddy, Marsha Lucas, Suzanne Sheetz, Carol Drebin

- 1) The meeting was called to order at 5:10 PM
- 2) October 2018 Board Member Volunteer Hours: 74
- 3) Consent Agenda.
  - a) Norah Leddy reported the missing name of the teen member who worked with her at the Fountains First Friday event and added that she seconded the motion to approve the 2018-2019 budget.
  - b) Motion made by Marsha Lucas and seconded by Norah Leddy to approve Consent Agenda including, Corrected Minutes of October 8th board meeting, Membership report, Book Store/Sale report Treasurer's report and Teen Committee report. Motion passed by unanimous voice vote.
- 4) Library Update

Matt Bridge reported on current impact of Measure B which was approved by voters in last election. The increase in sales tax will begin April 1, 2019. Roseville will begin receiving the increased revenue at the end of June 2019. The Roseville budget for 2020 will reflect the increased funding.
- 5) Current Business
  - a) Bookstores

Downtown Pod Update—Matt Bridge would prefer to upgrade and furnish the former Veteran's Resource Pod as the Friends bookstore with funds from a grant rather than general FOL funds. He would like to keep the cost of this project at a minimum as the revenues from this branch are low.

- b) Corporate Member Event
  - i) To be held Thursday, 11/15/18 at Monk's Cellar from 5-7 PM. Corporate members and potential members have been invited. The FOL board members are encouraged to attend. Matt Bridge will order appetizers and bring FOL signs and literature.
  - ii) Carol Drebin is to begin attending Chamber of Commerce member breakfasts.
  
- c) Holiday Used Book Sale
  - i) Matt Bridge has ordered yard signs with directional arrows. These can be used for future book sales.
  - ii) Marsha Lucas reported the sale has been promoted on Facebook and NextDoor
  - iii) Norah Leddy has sent details of the sale to all Roseville schools.
  - iv) Norah Leddy and Joan Goff have conferred on ways to entice teachers to attend and shop the sale. First year teachers will have special prices on children's books.
  
- 6) New Business
  - a) FlipCause
    - i) Matt Bridge presented a demonstration of the new Customer Relations Management (CRM)
    - ii) This upgrade gives each donor a unique ID and keeps a profile on each donor.
    - iii) It will send messages to certain people, send memos to members at the end of the year, tag members for different categories and keep records of communication.
    - iv) Matt Bridge will include Sandra Buckner with access to this module.
  
  - b) Holiday Giving Campaign
    - i) \$400 has been received so far
    - ii) Will be promoted on social media, in FOL newsletter and North Pole Tavern event.
    - iii) A donation of \$15 will receive a FOL membership
    - iv) Donors of \$50 or more will be entered into a drawing for \$25 gift cards.
    - v) Matt Bridge requested board members to request local businesses to donate \$25 gift cards.
  
  - c) North Pole Tavern
    - i) City of Roseville sponsored event on November 27<sup>th</sup> in Civic Center Square
    - ii) FOL, as a non-profit, provides the city with a liquor license and FOL receives a free space. Our booth is the location to deposit the event's raffle tickets.
    - iii) FOL will be collecting donations for the Holiday Giving Campaign and our own raffle.
    - iv) Matt Bridge will bring a corn hole game.
  
  - d) Carol Drebin requested these events be listed on the FOL intranet calendar.

e) Corporate Member Recruitment

- i) Carol Drebin reported on her efforts to increase corporate memberships.
  - a) In person encounters are needed. Referrals from specific individuals are also helpful.
  - b) There needs to be multiple ways to engage local and regional businesses.
  - c) This is a long term project.

f) Board Member Recruitment

- i) Matt Bridges listed areas of need for new board members
  - a) Social Media
  - b) Grant Writers
  - c) Assistant Treasurer/Accounting
  - d) Membership Recruitment

g) November Newsletter

Matt Bridge reviewed this edition's content. It will go out 11/13/18.

h) Trivia Night—11/19/18

90's theme. Tickets are selling well.

i) Financial Review—CPA fees

Discussion regarding reducing the large amount we pay for accounting fees each year.

- i) Carol Drebin has been looking for CPA's who would perform review and tax preparation for less.
- ii) Marsha Lucas has appointments with two different CPA's to discuss what is required for FOL as a non-profit.
- iii) Ali Goff will ask her professional contacts what is required.
- iv) Suzanne Sheetz will inquire how Rocklin Friends and Lincoln Friends handle the accounting and financial review.
- v) Marsha is looking for simple accounting software for an organization/nonprofit that does not have payroll.

7) Adjournment

Marsha Lucas moved and Norah Leddy seconded a motion to adjourn the meeting. The motion was passed by unanimous voice vote. The meeting adjourned at 6:50 PM.