

## Friends of the Roseville Public Library

Board Meeting Minutes

September 14, 2020

Remote meeting via ZOOM

1.) Meeting facilitator: Matt Bridge, president

The meeting was called to order at 5:00.

2.) Attending: Matt Bridge, Marsha Lucas, Norah Leddy, Melisa Roden, Kelsey Short, Sherrie Linville-Young, Jessica Turner, Rachel Prouse, Sandra Buckner

3.) August volunteer hours: 49 hours

4) Consent Agenda

a.) Norah suggested to include "summer" in the cancelled book sales due to Covid

b) Melisa made a motion to approve. Marsha seconded the motion. The motion passed with a unanimous voice vote.

5) Library Update : Rachael Prouse

a.) Karen Holt (20+ years as a librarian, has retired). Margaret Thornton has been hired as the new FT librarian, collection devp team at the downtown library

b.) Reopening the library on Friday September 18!

- i) Capacity cap for each location
- ii) Open for browsing / information / checking out materials
- iii) Computers available at Riley and Maidu: 1 hour per day per person
- iv) Need more plexiglass for downtown computer stations, then computers will open
- v) Removed all tables / chairs
- vi) Safety measures: regularly sanitizing high-touch areas, masks are required, returns are being kept in the outdoor bookdrops before quarantine
- vii) Coin shortage: need change! No cost for low charge items, not opening bookstores just yet
- viii) Keeping track of requests for the bookstores
- ix) Continuing sidewalk pickup, book bundles, and reading recommendations for Tues -Sat 10-4.
- x) Library open Tues -Sat 10-4
- xi) Melisa asked about touching books while browsing: Library considers this low risk with masks and hand sanitizer at the entrances. Staff is sanitizing too. Signs are posted requesting one household per aisle at a time.
- xii) Marsha asked about the book sorting room. Racheal said the library is working on the reopening and will get there soon.
- xiii) Matt asked about collection bins. Rachael said they are put away for now.

## 6) Current Business

### a) 2020-2021 Budget Discussion

- i) Planning for Spring and Summer Booksale
- ii) Planning for half a year for Bookstores
- iii) Online sales came in on budget
- iv) Events (Trivia, Tequila Mockingbird over the summer)
- v) Donations did well this year, compared to what we budgeted for
- vi) Looking to potential board members who might want to do more in terms of sponsoring an entire program
- vii) Grants: City Grant and Placer County Community Grant
- viii) Teens: still TBD
- ix) Investment income: projected to be about the same, can take out some from endowment fund for the first time
- x) Overall, we are a little bit ahead on the income side
- xi) Marsha asked about the doubled number for corporate. Matt explained that without book sales / bookstore, we might need campaigns to highlight specific programs and solicit donations for those.
- xii) Rachael asked if maybe donors might want to sponsor a book collection, depending on city approval  
Bottom line: 63,000 proposed revenue, 60,000 expenses proposed

### b) Review Proposed Changes to bylaws

- i. Norah and Matt looked at bylaws to accommodate virtual meetings, membership, online voting for the annual meeting, and the term limits for officer positions (but not the board).
- ii. Discussion: welcoming new members vs. keeping contributing board members
- iii. Marsha suggested that maybe a term limit per board position, but not board member (i.e. the VP after 5 years can be the President after.)
- iv. Melisa suggested maybe a board assessment annually, so give feedback to board members. Matt said that wouldn't need to make that in the bylaws.
- v. Marsha expressed a concern that a term limit might work against us rather than for us.
- vi. Matt suggested if officers get a background check. Marsha asked if that was a cost we'd have to contract out for. Melisa shared that Girl Scouts did something similar and it only cost \$8 and was quick and easy. It doesn't need to be in the bylaws.
- vii. Entire membership needs to vote on the changes to the bylaws, sooner the better.

## 7) New Business

### a) Teen Committee: Melisa

- i. Melisa made a Google Form
- ii. Google Form went out to schools. Deadline is Sept 25
- iii. 8 responses so far. 4 expressed interest in co-chairs

- iv. Melisa suggested that Norah and she should not select co-chairs, as their daughters are submitting for the position. Kelsey and Sherrie volunteered to screen.
  - v. Marsha asked if there is a Teen Bylaws. Melisa suggested that the co-chairs can come up with that.
- b) Elections Reminder
- i. Matt reminded us that because we are a 501c3, we can take a position on propositions but not on candidates during an election. Individuals can endorse, but cannot put your FOL association with that.
- c) PlacerShares Grant
- i. We are able to apply. Melisa suggested to apply. Melisa shared we are Priority 2, not Priority 1. If there are new funds, they will look to the same applications and select from there. \$8 million will be distributed from Cares Funds. \$675,000 was set aside for charitable organizations. That should help 70-130 nonprofits.
- d) Social Media / Grants: Kelly Risse
- i. One of our Trivia teams participants, shared that she is interested in helping with social media and grants. She currently does some media management with her church organization.
- e.) Memorial Gift: Marsha
- i. Need a procedure for notifying the family that the donation was made. Matt would like to make sure we have permission from the donor first. If they make the donation online, we get an email address, and it asks for their physical address. Donor gets automated response, and we also send a thank you letter. Norah will write the thank you's. Marsha suggested that Norah get notified when a donation is made through FlipCause.

## 8) Adjournment

- a) Marsha made a motion to adjourn. Sherrie seconded. Unanimous voice vote.  
Meeting adjourned at 6:16 pm.

## Parking Lot:

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

Volunteer Needs: Stewardship, Governance, Ass. Treasurer, Philanthropy, Marketing, Corporate Membership, Social Media