

Friends of the Livermore Library
Board of Directors Meeting
July 19, 2018

Draft

Present: Dave Runyon, Jan Bennett, Bob Thornhill, Karen Wilson Fontaine, Cherie Jo Patenaude, Bill Leach, Tamera LeBeau, Matt Berry
Absent: Janice Diane

Call to order 7:00 pm by President Dave.

President's Comments/Executive Committee Report - Dave

1. The Committee discussed the large number of DVDs. If anyone will take them and give us a cut, we should do it.
2. We could donate a box and some children's books to the Open Heart Kitchen. Matt observed that it would not be consistent with our mission, as it would not be helping the library.
3. Matt reported on his visit to the Friendlies, the Alameda County librarians group.
4. The financial report shows that we are in the black for the first time in at least 10 years.
5. Matt presented a proposed budget.
6. There should be an article in the newsletter about contributions to the Friends from required distributions.
7. We need to have another volunteer meeting.
8. We should book the Community Rooms for the Annual Meeting next year.

Approval of Minutes for September 21, 2017 Meeting

Bill moved to accept the minutes as presented, Cherie Jo seconded the motion, and the Board approved.

Treasurer's Report - Matt

1. Matt handed out the financial reports. The amount for the Discover payment is uncertain. We received a donation the last day of the month which put us in the black for the year. Matt paid the rent for this year, \$25.
2. Matt presented the proposed budget which the Board discussed. Bill moved we approve the budget as presented, Dave seconded the motion, which was approved by the Board.
3. June was the second best month for sales since 2009, and the Board discussed sales and income from the store, Thriftbooks, and Discover.
4. Matt reported on his attendance at the Friendly meeting.
5. He is also looking at ways to reduce insurance expense, which is the largest expense. He may have more information next meeting. City says we have to have property coverage. It costs \$255 per year, and we also have liability insurance.

Library News and Suggestions – Tamara

1. Renee is retiring. A newer employee, Steve Moody, will be replacing her and has started the position. They will hire a replacement for him.
2. Summer Reading Program is going well, there are a few more events coming up. Rincon Library has begun a classic movie night.
3. Request \$4,500. for Youth Services Fall Programming. See handout. Jan moved to approve the request, Karen seconded the motion, and the Board voted approval.
4. The Library is working on improving audiovisual equipment in the story time room and community rooms. Tamera will bring a request at a later meeting for this.

Bookstore Report – Cherie Jo

1. The store is now inundated with children's books as well as boxes of CDs and DVDs. Children's books are now on sale for awhile. Bill will take some to Rincon which may sell. Cherie Jo noted they could use more volunteers, perhaps some who can't come on a regular weekly schedule but want to help.
2. The Board discussed giving out certificates for books at events as suggested by Jan. Karen suggested having two shelves of “Last Chance” books rather than one.
3. Cherie Jo will decide when and where to have a volunteer meeting and work with Jan to plan topics for the meeting. It may be good to have two meetings, one during the week and one on a weekend so that all volunteers could attend.
4. A woman came in to donate \$20 but took \$20 worth of books to take to Open Heart Kitchen for a casual lending library. We could still sell those that go there and take some that would go to Discover. Cherie Jo will wait until they get organized again and speak to the director. They could probably use adult books as well.

Membership Report – Jan

1. Jan handed out the report. We now have 458 members, 110% of the 2017 total. We don't track Instant Memberships separately.
2. A membership spreadsheet is now in Dropbox.

Book Sorting Report – Jan

1. Monday sorting has been reinstated. Two days a week could not keep up with all the donations. Jan will switch back to sorting on Wednesdays . The current two Monday sorters, Bob and Caitlin, are not permanent at this time. Bill can sort Mondays and will begin this next week.
2. Sorters like to keypads for entering ISBN numbers by touch. We should not get another Apple computer yet.

Book Sales Report - Bill

Bill reported that we are no longer doing online sales at Amazon and that now we only have satellite sales.

Publicity Report – Karen

1. Karen said she will come in at the end of programs to see how certificates are handed out.

2. We need to start pushing gift certificates as they could be good Christmas gifts. She will send Dory information on what can be done about them. Jan suggested asking Dory to include email addresses on the form.
3. Karen says we should remove the word book from the last line on the certificate. Also “Books on Tape” should be changed to “Books on CD”.

Other Items for Discussion:

There were no other items for discussion.

The meeting was adjourned at 8:15.

Respectfully submitted,