

Friends of the Livermore Library  
Board of Directors Meeting  
September 20, 2018

**Draft**

Present: Dave Runyon, Jan Bennett, Bob Thornhill, Cherie Jo Patenaude, Bill Leach, Tamera LeBeau, Matt Berry

Absent: Janice Diane, Karen Wilson Fontaine

Guest: Mark Ptak

Call to order 7:00 pm by President Dave.

President's Comments/Executive Committee Report - Dave

1. The Committee discussed volunteers borrowing books in the store and returning them after reading. Some volunteers have been doing this. Cherie Jo and Matt are opposed. If we don't have a policy, is one needed? Our policy is that this is not permitted. They can take books if they check them off on their card as a purchase, as Matt does. Cherie Jo will post the policy in the store, and Matt will add it to the bookstore manual.
2. Mark and Dory Ptak presented the new newsletter and talked about producing it. The Board agreed it is excellent. It will be finalized and sent out soon to members and put in the library and bookstore.
3. Jan spent \$230 for Livermore Reads Together bookmarks. Matt moved to approve theIt includes article and photos about the history and activities of the Friends expenditure and reimburse her, Cherie Jo seconded the motion, and the Board approved.
4. Volunteers should put a note on carts left to go to sorting to indicate if they need another cart. Cherie Jo said that volunteers have trouble loading boxes onto these carts with 3 shelves. They get very heavy. Jan likes the new carts with 3 shelves. Matt asked if only two shelves could be used. Tamara will let library staff know that the volunteers prefer the smaller carts.
5. The Board discussed membership forms and whether Instant Memberships should be a separate category. The only difference is the get the membership card at the time they pay rather than through the mail. Matt can add a note to the automated email about getting the card if the join by mail. Volunteers need to always check the card received box on the membership form.

Approval of Minutes for September 21, 2018 Meeting

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

Treasurer's Report - Matt

1. Matt has investigated our insurance policies. Our current agent was not helpful and he talked to others. One other agent was very helpful but never called back. Matt got quotes from Allstate. We will change agents and probably go with an agent he spoke with.

2. Dave had a call from the executor of the estate of Wilma Johnson. She left her estate to the Friends as sole beneficiary. There is a little more than \$60,000 in her bank account and a life insurance policy. Matt submitted the required affidavit. He and Dave will meet with the executor October 6.
3. The City goes to a 2-year budget planning cycle which Tamara will do for the library later this year for the two years beginning next June.
4. Matt completed all the tax forms for this year.
5. Matt handed out the financial reports (attached) for both the last fiscal year and the two months of the current year. We got back \$900 from insurance. Bookstore sales were off a little in August. We came out a little in the black last year.

#### Library News and Suggestions – Tamara

1. There are a few personnel changes to report. Steve Moody replaced Renee as Tech Services Supervising Librarian. Jackie Goslin is the new Tech Services Librarian. Judy McMurray will retire at the end of this year.
2. Monday night is Summer Reading Awards Night. Nathan is in charge, and everyone will meet at 5:00 pm. Seven hundred kids participated this year and will get awards and shake hands with the Mayor.
3. Paul is working and an independent author showcase that will feature Andy Weir on October 13 and Andy and Ann Parker. Other local authors have applied. They are working with the California Writers Guild, Tri-Valley Chapter.
4. An astronomy night is also coming up. They have telescopes to borrow through the library of things.
5. Request: \$7,000.00 for Livermore Reads Together programs. See handout. Bob moved to approve the request, Bill seconded, and the Board approved.
6. Dave asked about the “Library of Things.” Tamara replied that some of it does well and others not so much. They are still figuring out how to structure the collection. Jan asked if they take donations. Tamara answered that they do not at this time. There could be too many problems.
7. Bill asked about any plans for expanding the library. Tamara responded no, that the city has many plans but none for the library at this time. The Springtown Branch is on the City's capital improvement list, but there are no specific plans at this time.

#### Bookstore Report – Cherie Jo

1. Cherie Jo mentioned the borrowing by volunteers we have already heard about.
2. There have been lots of donations recently, especially of children's books.
3. When gift certificates are returned, Cherie Jo puts them in Matt's folder, but not everyone does. Matt just files them. They could be tossed.
4. Cherie Jo does not know which volunteers work when. Perhaps only Mary Ann and Linda know. Cherie Jo will match the volunteer log with names on the list which may be in Dropbox.
5. Matt stated that general tidiness should be addressed at the volunteer meeting.
6. There was an ADA review of the store. The area by the door where carts have been parked must be kept clear. This is a legal requirement. We will have to figure out how to handle this and where to put the carts.

### Membership Report – Jan

1. Jan handed out the report. We now have 482 members, 102% over September last year. We don't track Instant Memberships separately.
2. Renewal letters and envelopes are being printed and 500 will be sent out next week. About 20 people gave email addresses but not mailing addresses. Jan is working on this.
3. Matt asked about good email addresses.
4. Year over year numbers always seem somewhat flat with little increase.

### Book Sorting Report – Jan

1. Jan reported that we are down one volunteer but will be at full strength next month.
2. Volunteers in the store should look at video games before sending them to sorting.
3. Caitlin is doing well with sales. She sells at a used book store and refuses payment for doing it.

### Book Sales Report - Bill

Bill reported that there were sales of only about \$18 from satellites since July 2. Panama Bay is the only satellite location we now have, and Dennis is fine with this.

### Publicity Report – Karen

There was no report in Karen's absence.

### Other Items for Discussion:

We should have some newsletters printed for the bookstore and library. Others will be sent by email only. Bill will proofread it by Wednesday, and Matt will give final approval.

The meeting was adjourned at 8:25.

Respectfully submitted,

Bob Thornhill, Secretary