



**Friends of the Modesto Library
Board of Directors Meeting
1 December 2021
Denise Nordell's House**

Meeting called to order at 3:11 p.m. by President Denise Nordell.

Officers and Directors present: Christine Brereton, Anne Britton, Cande Brody, Ellen Dambrosio, Marilyn Drew, Maree Hawkins, María Hernández, Judy Herrero, Pam Pallios, Cathie Peck, and Beverly Schlegel; and County Librarian Sarah Dentan.

MINUTES of the previous meeting were reviewed.

ACTION TAKEN: The minutes of the 1 September 2021 FOML meeting were approved on a motion by Maree seconded by Pam.

PRESIDENT'S REPORT: Denise Nordell

At the Executive Committee in November the organizational chart, duties and policies were reviewed. Proposed outlines, documents and policies were presented later in the meeting, along with requests for members to fill some duties.

Results of the recent on-line survey are being tabulated. Surveys had 11 of 16 board members responding and 17 of 168 general members returned their survey.

TREASURER'S REPORT SUMMARY: Denise for Jonaca Driscoll

Quarterly Report: September 1 – November 30, 2021

Expenses:	\$ 7,495.03
Income:	\$ 5,861.53
FOML Checking Account:	\$ 36,249.06
FOML Savings Account:	\$ <u>1,658.78</u>
TOTAL ASSETS:	\$ 37,907.78

Consensus was that FOML is in "good shape".

There are still some Barnes & Noble gift cards for sale. Already, \$2025 of the amount earned from the 2020 book fair have been purchased.

No outstanding bills were presented for approval.

ACTION TAKEN: On a motion from Anne seconded by Beverly the report was accepted by a unanimous vote.

MEMBERSHIP REPORT: Ellen Dambrosio

Membership is at an all-time high with 176 paid for 2021. Goal for 2022 is 200! Payment option changes were discussed for recurring/life-time/etc. categories.

LIBRARIAN'S REPORT: Sarah Dentan for Chris Moreno

Staff/Library Updates

- Renovation of Life/Safety/Critical Systems with funding from the State Library are likely to be applied to Modesto HVAC, lighting, and elevator refurbishments.
- Budget/staffing increases are not expected. Deferred maintenance issues are top priority. Part time staffing is limited to only essential situations.
- Staff training/refresher for in-person Story Times will be held in Dec/Jan with implementation phased in March to April at all sites with fewer times at some places.

Programming Report

- Yule ball will be virtual and help may be needed to assemble mailed kits.
- Story Times may start in-person in March at Modesto Library. Volunteer helpers may be needed for crowd control.
- All-Friends meeting of all branches is anticipated sometime in 2022.

Budget Requests - current

- Total quarterly request \$4,050 included earlier approved funding for Juvenile Justice Center bk club, CLA conference, and Día, Adult and Children's programming expenses. Sarah clarified that the Juvenile Hall funds are for books.

ACTION TAKEN: After discussion, a motion presented by Maree with a second from Christine was approved to pay the quarterly installment of \$4,050.

Advocacy

- Training opportunities are planned in preparation for the next required renewal of the supporting tax levy,
- Advisory Board has two vacant positions in the areas of Agriculture and Business and a Youth spot. Name suggestions should be forwarded to Sarah.

Covid-19 Regulations

- Currently no mask mandate from County Health, but any State K-12 mask mandate will apply to in-person story times.

NOMINATING COMMITTEE:

A call for volunteers established that Ellen and Denise will serve on the committee with Maree as chair to develop a slate of candidates for the election at the March Membership Meeting.

NEW FOML POLICIES

- **Giving and Receiving of Donations** policy was distributed for review. Donations to outside groups generated the most discussion and the review will continue.
- **Expectation and Responsibilities of Board Members** [appended]

ACTION TAKEN: After discussion, Christine moved and Marilyn seconded approval of the Expectations/Responsibilities as presented. Motion carried.

- Duties of some FOML positions were discussed.
 - **Condolence cards** will now be done by Pam. Anne will provide her with the sympathy cards on hand.
 - An **Event Coordinator** is needed to act as lead for FOML activities, with Marilyn continuing to organize volunteers when needed. **Anyone interested should contact Denise.**
 - **Publicity photos are requested** for any FOML events and should be sent to Ellen for posting on our webpages, Facebook, etc.

CALIFORNIA LIBRARY ASSOCIATION MEMBERSHIP

CLA is offering Friends groups discounted membership for 2022. The advantages are numerous. The apparent savings in liability insurance would more than offset the membership fee.

ACTION TAKEN: After discussion, Anne moved and Judy H seconded approval of \$25 annual CLA membership fee for 2022. Motion carried.

EVENTS/ACTIVITIES

Halloween: Cande Brody

Activity at Modesto Library was a coloring page that could be returned to the library for a treat bag. The 89 returned were displayed in the Children's Room. Ages participating ranged from 18 months to 24 years old.

Scholastic Book Fairs: Anne Britton

- **November 2021** Anne presented a report on the successful in-house November Book Fair. [Detailed report available on request.] Highlights of this effort included:
 - \$3,084.78 proceeds to FOML in credit with Scholastic.
 - \$1,674.34 worth of books donated to local youth agencies.
 - Volunteers worked about 130 hours toward the success.
 - Scholastic donated/matched nationally the \$1,674.34 with books to children through *Kids in Need Foundation*.
 - Current credit with Scholastic is estimated at about \$5,600.
- **May 2022** Board consensus was for Anne to proceed with planning a May 2022 Scholastic Book Fair. Unknown at this time whether or not it will be a BOGO.

Used Book Sale

The warehouse needs cleaning, but new donations will be accepted in the new year. The FOML webpages will announce the start date for that. The sale will be **Saturday, May 7.**

Judy H offered to help Marilyn set up a better digital/on-line volunteer scheduling software.

National Friends of Libraries Week was celebrated in October with cookies and information in the library. The Board of Supervisors and the City of Modesto issued proclamations and the Modesto Bee published a member’s letter promoting the Friends and libraries.

Imagination Library of Stanislaus County took applications at recent Farmers Market for children ages birth to 5. The booth was staffed with Rotary members who provided funding to cover enrollment costs. Friends members Anne and Cathie also staffed the booth. “In Honor” donations are being promoted as holiday gifts.

Barnes & Noble Book Fair is set for December 4 & 5 with online extension through Dec 10.

Amazon Smile donated \$315 to FOML from affiliated purchases since 2018, according to Ellen.

Yarning with Friends is a hit with library users. Sarah mentioned the many positive public comments on the hand-crafted leaves strung throughout the library.

CALENDAR REVIEW

- 14 January – Newsletter Submission Deadline
- 1 February – Newsletter publication
- 2 Mar – Annual Membership Meeting
- 3-9 Apr -- National Library Week
- 10 Apr -- Newsletter submission deadline
- 1 May – Newsletter publication
- 7 May – Used Book Sale
- 9-16 May – Probable Scholastic BOGO Sale [tentative]

NEXT MEETING

2 March 2022 – Annual General Membership and Board of Directors meetings.

ADJOURN: The meeting was adjourned at 4:51 p.m.

Respectfully submitted 2 March 2022,

Anne Britton, Secretary



EXPECTATIONS AND RESPONSIBILITIES OF BOARD MEMBERS

THE BOARD AS A WHOLE

The mission of Friends of the Modesto Library (FOML) is to “*promote goodwill and support by the community for the Modesto Library, stimulate public awareness of Modesto Library needs, and seek out sources of cultural and educational programs for the Modesto Library.*” As the highest leadership body of the organization and to satisfy its fiduciary duties, the board is responsible for:

- determining the mission and purposes of the organization
- strategic and organizational planning
- ensuring strong fiduciary oversight and financial management
- fundraising and resource development
- enhancing FOML’s public image
- assessing its own performance as the governing body of Friends of the Modesto Library

INDIVIDUAL BOARD MEMBERS

Each individual board member is expected to:

- be a member in good standing and agree to serve a 3-year term
- know the organization’s mission, policies, programs, and needs
- faithfully read and understand the organization’s financial statements
- serve as active advocates and ambassadors for the organization and fully engage in identifying and securing the financial resources and partnerships necessary for FOML to advance its mission
 - leverage connections and resources to develop collective action to fully achieve FOML’s mission
- annually give a meaningful donation of time, talent or treasure
- help identify personal connections that can benefit the organization’s fundraising and reputational standing, and can influence public policy
- prepare for, attend, and conscientiously participate in board meetings
- participate fully in one or more committees

Board Members are also expected to:

- follow the organization’s bylaws, policies, and board resolutions
- disclose potential conflicts before meetings and actual conflicts during meetings
- maintain confidentiality about all internal matters of Friends of the Modesto Library
- represent FOML in a professional manner at all times and in all forums

Adopted: Dec. 1, 2021