

**Friends of the Modesto Library
Board of Directors Meeting
7 September 2022
Modesto Library Auditorium**

Meeting called to order at 3:06 p.m. by Vice-President Beverly Schlegel.

Officers and Directors present in person or via Zoom*: Anne Britton, Christine Brereton, Cande Brody, Ellen Dambrosio, Marilyn Drew, Jonaca Driscoll, Pat Glattkke, María Hernández, Maree Hawkins, Judy Herrero, *Denise Nordell, Pam Pallios, *Judy Pierce, *Julie Saugstad, Beverly Schlegel, and Isa Wiechmann.

Minutes of the 8 June 2022 meeting were approved as presented.

President's Report: Beverly Schlegel for Denise Nordell

All topics of note were subsumed under other agenda items and deferred to those discussions.

Treasurer's Report: Jonaca Driscoll

[Full quarterly report available upon request.]

Bank Balance as of 31 August 2022

Savings: \$ 1,658.87

Checking: \$46,199.82

Total Assets: \$47,858.69

ACTION TAKEN: The report was accepted as presented after a motion by Anne, seconded by Judy Herrero.

A "teaser sale" of used children's books brought in an additional \$102 with tips.

Membership: Ellen Dambrosio

Membership Tally (as of August 2022)

- 150 paid 2022 memberships with a goal of 200
- 52 members in 2021 have not renewed. Board members were asked to contact those to encourage renewal. Recruitment of new members was also suggested.

Librarian's Report: Chris Moreno

Due to illness, no library report was presented.

Finance: Jonaca Driscoll

Approval of Bills and Quarterly Donations

No bills were submitted.

ACTION TAKEN: After review, on a motion by Jonaca with a second from Pat the distribution of the 1st quarterly library allocation of \$5,200 was approved, conditional to checking with Chris Moreno in case some adjustment is required. The board will revisit this, if so.

Fundraising Committee: Maria Hernandez

Funding targets are still being determined.

- Landscaping is on hold until work budgeted by the Library/County is set.
- Sales kiosk is under review as the next target. A possible space inside the library has been proposed.
- Committee asked that they be made aware of any grants or funding sources available.

Anne noted that FOML name change done in 2008 had not been reported to IRS. Most donors who check charities use the federal listing, which still has FOML as Friends of the Modesto Stanislaus Free Library. A request that was mailed to the IRS to make the change in their records was received by IRS on 30 August 2022. Anne will follow up, although it will likely take months as this is handled by IRS via paper format rather than digitally.

Newsletter Update: Maree Hawkins

The current newsletter committee of Maree, Judy Herrero and Judy Pierce distributed proposed changes to the newsletter that would become effective with the November 2022 release. [Complete proposal available on request.]

The major changes are:

- Six times a year rather than the current 4 times.
- Electronically friendly format distribution with limited print run of a one-page, two-sided format mailed for those members without email and for display in the library.

Reasons for the changes include:

- reduce cost, which is rising very sharply in layout fees
- reduce or eliminate duplication of content on web and Facebook pages
- streamline readability
- increase frequency and timeliness.

Public Relations Plan: Maree Hawkins

Maree presented a thoughtful outline of the needs for and opportunities of a public relations plan. As her memo noted, two reasons to advocate for FOML, Modesto Library and Stanislaus County Free Library system are encoded in the bylaws as some of the fundamental purposes of FOML:

- To create public supports for an expanding library program
- To intensify community awareness of the library

The areas that such a PR plan would cover include FOML's visibility in:

- Library Advocacy – personal one-on-one contacts within our sphere of activities
- Community – for FOML events, programs, fundraisers
- Membership – to inform, encourage and maintain involvement
- Media – to widen FOML's reach
- Within Modesto Library – to highlight FOML's support for and partnership with our local library

Venue outlets would include both traditional opinion pieces, letters to the editor and stories in print for local papers [Modesto Bee, Modesto View, etc], organizations with newsletters, and radio and television.

Electronic venues could include FOML website, Facebook and other social media sites like Instagram or those hosting videos.

Maree asked for those who would like to be involved to contact her. She will set up a meeting in the next few weeks.

Judy Herrero suggested we each have “elevator speeches” ready for chance meetings when we can enlighten the rest of the world on all the things the library does besides check out books.

Social Media: Denise Nordell

Member Kristi Driver has offered to coordinate FOML social media. Denise will maintain the FOML Master event calendar.

Volunteer Sign-up Procedures: Marilyn Drew

Changes on a volunteer flowchart are in the works to provide an overall coordination of the process that will include determining the need for volunteers, soliciting helpers and scheduling those volunteers. Isa Weichmann is taking on the role of Coordinator and will maintain a master event calendar. Marilyn Drew will continue as volunteers contact to handle scheduling.

Giving Policy

Friends of Modesto Library *Policy for Giving and Receiving Donations* was presented and discussed at earlier meetings. After revision it was offered for formal adoption. [Appended]

ACTION TAKEN: The policies for giving and accepting gifts were approved by a voice vote on a motion by Anne and seconded by Cande.

Dip Jar

A Dip Jar is wireless fundraising tool set for use with credit cards for on-site donations. For an annual subscription fee of \$149 plus a device fee of \$299 the intent is for donors to dip their card to make donations at a set rate. Other options will be investigated for comparison.

Dewey Crew: Isa Weichmann

At the library’s request, a new crew of “shelf-readers” will help keep the Children’s Library shelves in order on Monday mornings before the library opens. FOML volunteers include Isa, Judy Pierce, Sue Conner, and Linda Owen.

Events/Activities and Volunteer Opportunities

- **Authors Book Fair** – Sept. 24
- **Used Book Sale** – Oct. 1
- **First Fridays** – Oct. 7 Also, Pat noted that Kiwanis will fund future books.
- **Youth Craft Fair** – Oct.8
- **National Friends of Libraries Week** – Oct. 16-22

- **Halloween Parade & Storytime** – Oct. 25
- **Scholastic Book Sale** – Nov. 9-14
- **Barnes & Noble Book Fair** – Dec. 10 & 11

Correspondence/Other

- Ellen distributed FOML note cards for board members to send “thank you” messages encouraging past members to renew or rejoin.
- Denise suggested that \$40-\$50 is needed periodically for *Yarning with Friends* program supplies. The consensus was that this programming cost is appropriate and can be handled as simple reimbursements.

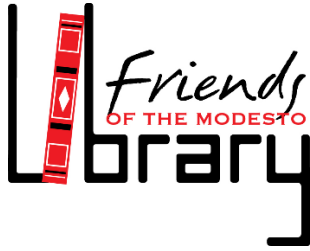
Next Meeting

7 December 2022, time and place TBA.

Adjourn: The meeting was adjourned at 4:32 p.m.

Respectfully submitted 7 December 2022

Anne Britton, Secretary



Friends of the Modesto Library Policy for the Giving and Receiving of Donations

Statement

Friends of the Modesto Library actively solicits, accepts, and gives donations to further the mission of our organization and the goals of the Modesto Library.

Gift Acceptance Policy

1. Donations are accepted from individuals, partnerships, corporations, foundations, government agencies, or other entities.
2. Once accepted, use of gifts is at the discretion of FOML, unless conditions are agreed to at time of acceptance.
3. Donations may be in such forms as money, real property, personal property, stock, and in-kind services.
4. Certain types of gifts must be reviewed prior to acceptance due to the special liabilities they may pose for the organization (e.g., gifts of real property, gifts of personal property, in-kind services and gifts of securities).
5. Specific limitations on acceptances may be published in procedures for activities (e.g. used book sales).
6. Gifts should present no conflict of interest with any person or persons responsible for the transfer of the donations (either personally or through their families, friends, associates, etc.) who may benefit in any way.

Gift Giving Policy

1. Gifts from Friends of the Modesto Library will primarily benefit the Modesto branch of the Stanislaus County Library and its programs in accordance with the organization's bylaws.
2. Funds raised by FOML are to be directed to specific items, programs and materials that align with the Friends of the Modesto Library mission and support specific goals and strategies defined in the Library's Strategic Plans.
3. Friends of the Modesto Library may, on occasion, donate non-monetary items such as promotional support, volunteer time, used books, etc. to community organizations whose missions are in alignment with our mission. These donations should:
 - a. Have a primary focus of reading, literacy or cultural enrichment; and
 - b. Present no conflict of interest with any person or persons responsible for the transfer of the donations (either personally or through their families, friends, associates, etc.) who may benefit in any way.

Adopted: 7 September 2022