

DRAFT
FRIENDS OF THE MODESTO LIBRARY
MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS

3 June 2009

The meeting began at 6:30 p.m. in the conference room of the Modesto Library.

ATTENDANCE

Present: Board Members Stella Beratlis, Peggy Gardiner, Jonaca Driscoll, Joan Patterson, Ellen Dambrosio and Anne Britton as well as FOML members Emily McKnight and Kathi Cohn.

MINUTES

Minutes of the March 25, 2009 meeting were approved.

TREASURER'S REPORT

Jonaca Driscoll reported the following assets as of June 1, 2009:

Savings	\$1282.86
Checking	<u>4343.50</u>
Total	\$5626.36

Peti Taylor CD	\$1690.01
“ “ Checking	<u>55.00</u>
Total	\$1745.01

Expenditures since the last meeting include:

Scrapbook supplies	\$ 34.20
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Income since the last meeting include:

Memberships	\$200.00
Donations	<u>\$179.34</u>
Total	\$379.34

LIBRARIAN'S REPORT – See President's Report

PRESIDENT'S REPORT

Thanks: Stella passed around a note from Vanessa thanking the Friends for funding the April 11, 2009 Peti Taylor Memorial Performance by Activated Storytellers. Charles Teval also sent a thank you for funding the requests approved at the March 25, 2009 meeting.

Gift Shop: Planning continues with an expected availability of the room on July1, 2009. Peggy Gardiner has agreed to co-chair management of the shop and is setting up an organizational meeting will any and all interested – date to be announce. She suggested sales of used DVDs, book bags with a branded logo,

bookmarks, coffee mugs, and t-shirts. Other suggestions included paper, pencils, pens, erasers, folders, etc. that are frequent requests from students.

Suzanne Staud has volunteered her services to help with design of the room and any product branding.

An initial start-up cost will be to replace the lock on the three existing doors. The County requires specific products and they must be installed by County personnel. That labor cost is estimated at \$120. Anne Britton offered to see if a local locksmith can reduce the cost of the material, which is stated at \$413 to \$427 by the County. If a sponsor is found, a donor plaque may be possible.

Rotary Club gave Anne take one minute of their meeting on May 26 to talk about the book sale. Tracy Sahn bought the time, and put FOML membership forms on all the tables.

Cleaning Tips presentation offered recently by Peggy Gardiner at the Modesto Library had enthusiastic reception with many questions following her talk.

MEMBERSHIP REPORT

Ellen Dambrosio reported that there are currently 64 paid memberships. Dues of \$1345 and donations of \$389.34 total a contribution of \$1734.34 from these people this year.

BOOK SALE REPORT

Anne Britton reported on the success of the Community Book Sale. The books were 50% off retail price and very popular with many return shoppers from previous year sales. Combined profit, membership renewals and donations totaled \$1014.57. In addition, over \$1600 in books for donation to library and literacy programs were collected. [Full report appended.]

Books to be donated to the Children and Teen library, Traveling Tales, and Family Literacy programs will include Friends bookplates.

ACTION TAKEN: Anne will organize a bookplate sticking crew.

A number of other options to Scholastic Book sales were discussed including selling used books perhaps at a one time sale or on E-Bay. Kathi suggested asking a local service club such as Rotary to buy an ad in the Modesto Bee or on the radio to further advertise the book sales. Other promotion suggestions included a table at the Farmers Market, contacting existing groups such as Moms clubs, Newcomers or a Grandparents group if there is one in the area.

ACTION TAKEN: On a motion by Peggy and a second by Joan, the Board approved confirming a November Scholastic Book Fair.

NEW BUSINESS

OFFICER RESPONSIBILITIES: This issue was raised to forestall things falling through the cracks and going undone. Discussion was lively on the most logical division of duties and consensus was reached on some duties. Ellen distributed draft copies of a new letter of welcome to new and renewing members. It was generally agreed that hard copy thank you letters would be mailed for contributions of \$75 or more and emails would be used for smaller amounts.

ACTION TAKEN: *Secretary Tracy Sahn* will continue to do correspondence such as thank you letters for contributions that will be used for IRS reporting; thank you notes to volunteers at events; and update of letterhead/stationery/etc.

Membership Chairman Ellen Dambrosio is responsible for initial "welcome" letters to new and renewal memberships, and for updating and maintaining membership forms in all locations, both physical and electronic. It was agreed that check boxes for New/Renewal status will be added.

President Stella Beratlis will collect other questions regarding duties via email for determination of responsibility.

BUDGET PLANNING: Questions were raised on what is required in adopting a budget for the next fiscal year. Stella has collected data on current and past income and expenditures. A special meeting outside the quarterly schedule was suggested to include two topics: the Gift Shop and the Budget.

ACTION TAKEN: Stella will email a Draft Budget to Board Directors for consideration at the next meeting expected to be held by the end of June 2009.

OTHER TOPICS: Peggy mentioned an **announcement of a new donation** to be used for the Children's program. No details were available.

The **Peti Taylor endowment** is dwindling and concern was raised about its continued viability.

ACTION TAKEN: Peggy and Joan agreed to work together in drafting a letter to former Peti Taylor Memorial Fund donors to see if they would contribute again.

There were no other concerns raised.

Agenda items for the Special Meeting will include the Gift Shop and Annual Budget.

Agenda items for the 6:30 p.m. September 2, 2009 meeting have not been set.

The meeting was adjourned at 8:20 p.m.

Submitted by Anne Britton for Tracy Sahn.