

West Sacramento Friends of the Library  
November 28, 2018 Board Meeting Minutes

Board Members present: President, Alex Hirsch; Interim Treasurer, Aria Berliner; Interim Secretary, Traci Dawn; Membership Chair, Nadine Bollard; East Yolo Regional Library Manager, Dana Christy; Guest, Carol Campbell

Meeting was called to order at 6:14 p.m. by President Alex Hirsch.

Announcements: Thank you to everyone who attended the WSFOL Annual Dinner Meeting last month and congratulations to the newly elected officers for 2019:

- o President: Aria Berliner
- o Secretary: Traci Dawn
- o Treasurer: Alex Hirsch

We raised nearly \$1,300 at our WSFOL Fall Book Sale! Thank you to all the volunteers and patrons who helped to make it such a great success.

Alex announced that Helen MacDonald resigned before the end of her term. He acknowledged her years of service to the library and the Friends and noted that her resignation was a great loss to the group. Alex reported the Board members voted by email and elected Aria Berliner as Interim Treasurer and Traci Dawn as Interim Secretary.

Approval of the September 26, 2018 Minutes:

**Action:** Alex moved to approve the amended minutes of the September 26, 2018 Board Meeting. Aria seconded the motion; the motion carried.

Treasurer's Report:

Alex distributed the income and expenses statement for September 2018, October 2018, and November 2018. Alex went over the November report and highlighted WSFOL's November income of approximately \$633. The income does not include website donations. The only expense was a check to the library. Aria asked about the lockout emails from two banks. Alex will check with Susan Martimo and Helen about the emails from Chase and Wells Fargo. Alex reminded Traci and Aria to become signers for the bank account which begins with Alex signing a letter on WSFOL letterhead. Aria will send Traci the WSFOL letterhead. WSFOL received a 100\$ cash donation, Traci will send a thank you note.

Membership Report:

Nadine Bollard reported that we're down to 75 household members. Nadine will send a reminder mailing to members that have not re-upped their membership. Aria will email Nadine an updated template for the 2019 membership cards.

Old Business:

*Aria— Present updated WSFOL tri-fold brochure:* Aria presented the updated tri-fold brochure. Dana Christy suggested shrinking the QR code to allow for "other donation" option on the form.  
*Alex—Present update on Buck Education Grant application:* Alex thanked Dana and Mark for helping compile the language for the grant application. Awards will be announced on December 14<sup>th</sup>, 2018.

*Aria—Discuss adding WSFOL to the list of volunteer organizations created by River City High School:* Tabled

### New Business:

\* *Alex—Discuss applying for River Cats Foundation grant:* Alex provided information about the River Cats Foundation grant and reminded the Board that WSFOL has previously received the grant to purchase the Chromebooks for the library. This year's application calls for a focus on arts, drama, and music. Dana suggested gearing the application towards general programming and highlighting some of the art and music programs held at the library. She also suggested that we could gear the application towards the Barrio Writers Program, which may be held exclusively in West Sacramento next Summer. **Action:** Nadine moved that we apply for the grant, Traci seconded the motion; the motion carried.

\* *Alex—Discuss participating in BigDOG 2019 fundraiser:* Aria asked if we wanted to participate in BigDOG. **Action:** Alex moved to participate in BigDOG, Aria seconded the motion; the motion carried. Alex asked what the library wanted from BigDOG funds for 2019. Dana said programming. She also reiterated the success of the summer reading program and that the library wanted to continue to give away the free book when people sign up for the program. Part of the publicity for BigDOG 2019 will be emphasizing the summer reading book giveaway. As part of publicity, (with permission) include photos and videos of library program attendees. The publicity should also include information about the bi-lingual story time program at the library. The Board will not dedicate the funds to a specific program. Nadine said that she could attend the afternoon orientation on December 13<sup>th</sup>. Alex asked if we wanted to do another day-of event. The Board agreed that we should do a day-of event. Aria will reach out to local businesses.

\* *Alex—Discuss changing the WSFOL email account and establishing schedule for checking PO Box, office phone, and email account:* Aria discussed signing up for Google Suites. Alex asked what our main email address would be. Aria suggested [friends@westsaclibfriends.org](mailto:friends@westsaclibfriends.org). Alex suggested [wfol@westsaclibfriends.org](mailto:wfol@westsaclibfriends.org) or [friends@wfol.org](mailto:friends@wfol.org). Aria will keep people updated about the status for Google Suites. The secretary will mostly check the mailbox at the Post Office. Aria brought up that she had checked the mailbox and it was empty. Aria will email Susan and Helen and ask about getting mailers in the mailbox. Traci will talk to the Post Office about updating the "owners" of the box with our new leadership. Alex and Traci agreed upon checking the mailbox once a week. Traci will be the main person checking the mailbox. Carol Campbell and Traci will check the phone twice a week. Aria will check the email and respond to emails at least once per week.

\* *Aria—Discuss options for scanning WSFOL files:* Dana suggested a local business called, Minuteman Press. She also suggested googling digitization instead of scanning. Aria will keep looking for local places to digitize files.

\* *Alex—Discuss WSFOL membership categories and benefits:* Alex brought up that we have these different membership levels but there is no difference between membership levels. Dana suggested providing discounts or free books at the book sales. There was discussion about teaming up with local businesses. Alex suggested listing membership perks on the website.

\* *Alex—Discuss joining the State Farm matching grant program:* Alex informed the Board of a donation from a State Farm employee during Giving Tuesday. State Farm matches the funds but only with approval from the Board. **Action:** Alex motioned to join State Farm's Companies Foundation. Traci seconded the motion; the motion carried. Alex will respond to the email from State Farm.

\* *Alex—Discuss participating the Luna Vista Rotary Club Raffle:* Alex explained the Luna Vista Rotary Club Raffle fundraiser. This fundraiser takes place from early-February to early-April. The Board decided to not participate in the raffle.

\* *Traci – Selling big ticket items donated to the Friends on eBay:* Traci brought up that some of the donations that the Friends receive are very valuable and the Friends could make more money selling them online instead of the Alcove. Traci suggested selling these items on eBay. Dana

suggested finding a volunteer to work on this. The Board discussed the different ways to sell these items. **Action:** Alex motioned to find different ways to sell big ticket items. Aria seconded the motion; the motion carried. Aria will work with Traci to find the best way to sell these items. Carol brought up that Gail was retiring, and she wanted to do something nice for her. Gail started the \$0.10 table for the library.

Branch Library Report:

Dana provided her library report. She highlighted that there was an increase in digital media consumption. There were about 50 people at the volunteer appreciation dinner. Dana said that the Corn husk dolls program was fun. Coming up is a staff outing: The staff is going bowling from 6-8pm on Friday, November 28. On December 18 from 12pm-2pm the library is holding Gail's retirement party potluck in the Community Room; the Board is invited to attend.

County Librarian's Report:

Mark emailed his report earlier this month. The new county website is up.

LAB Report:

There were no LAB representatives present. Alex mentioned that Aria, Traci, and he attended the training and meeting in October.

Website Report:

Aria distributed her website reports for October and November. She is currently working on getting WSFOL recognized as a non-profit through Google to have free access to Google Suites.

Next board meeting will be held on Wednesday, January 2, 2019 at **6:00 p.m.**

Meeting adjourned 8:10 pm. Aria Berliner, Interim Treasurer