**Friends of the Sonoma Valley Library Board Meeting – Minutes July 8, 2021**

Present: Madolyn Agrimonti, Janet Constantino, Kathleen Gray, Tom Haeuser, Robin Kunde, Robyn Makaruk, Beverly Seyfert, Diana Spaulding, Marge Thomas, Janette Tschann

*Note: Meeting was in the form of a Zoom conference.*

Meeting was called to order at 3:04 p.m.

Minutes of the June 2021 meeting approved with correction: Robin had reported that at the FOL presidents’ meeting, it was suggested that a member of each FOL board come to a commissioners’ meeting once a year to report on activities.

*New Business*: Request for quarterly funding: Diana requested an allocation of $6,600 to include books and materials to augment collections. Last year no funding from Central and this year very little for children’s, teens materials and for curriculum support for teens’ English courses summer reading. “Kids Scoop News” for 2022 also needs FOL support but not until later in the fall.

. **Motion to approve allocation of $6,600 as requested. Seconded and Approved.**

*Unfinished Business*: Book Sale Situation: Janette discussed recruiting a volunteer or hiring a manager as book sale coordinator, events planner. Janette will commit to sorting, accepting donations, cashiering and helping with replenishing of tables at book sales. The over-all job of managing our fund-raising program is too much for one person. Carol and Dave had devoted almost full-time to the work. Millie has been doing a great deal. Janette will send volunteer list to Kathleen; Marge will send book sale manual to all. A job description will be created and published by the next FOL meeting. It was suggested that the call should be put into newspapers and that a high school student doing his/her senior project might be recruited as well.

A discussion developed regarding when and where FOL-related meetings might be held in person. The Forum Room is filled with furniture stored to permit distancing. Volunteers in the library are asked to comply with safety protocols such as masks. It was suggested that meetings could be held in home back yards or open public spaces such as church community rooms.

*President*: The Directors and Officers insurance quote is $666.The amount would be added to the approximately $1000 currently paid for insurance. **Motion to approve an additional $666 for D&O insurance. Seconded and Approved.**

Sirie Thongchua has resigned to move closer to her family. She sent a letter of appreciation to the FOL. She had been Central’s primary liaison with the FOL and was very helpful. Sarah Vantrease or Lana Adlawan or the new Deputy Director Erika Thibault, will represent Library Administration at our meetings. Tom reports that a search committee for a CFO will present information within a week or so.

Coffee machine maintenance: We need a volunteer to take over the maintenance which requires 10 to 15 minutes each morning. Robyn suggests a core of volunteers be recruited to take the responsibility one or two days per week.

We are also in need of a volunteer coordinator. Recruiting such a person will likely be as challenging as finding a book sale manager.

*Vice-President:* Robin reported that $34,034 has been distributed from the Jane Kunde Fund, with $780,040.95 remaining in the account, more than the original trust amount.

*Secretary*: Marge expressed some concern about spending donated funds for expenses not directly related to allocations for the branch. Robyn mentioned the complexity of some of our work and the large amount of funds we have which require professional services.

*Treasurer*: Report, in new format, previously distributed. Robyn reported that June saw little action though we received a generous $5,000 donation. FOL has provided $1,200 thus far for Tony’s container to store donated books.

Robin wondered if our reports could be more on the order of a standard Profit and Loss Report and a Balance Sheet. [Note: *after the meeting, Robin clarified her concerns*: Typically, assets are not listed nor included on the Profit and Loss Report – only on the Balance Sheet. The Reports we were given were titled:

1. Statement of Activities – close but not the same as a typical Profit and Loss because it included Assets, listed Other Income and Other Expense at the bottom of the report instead of with the Operating

2.Revenue or Ordinary income. Showed Cost of Goods Sold which we don’t have because we do not have inventory etc.

And what I thought would be a Balance Sheet was a “Statement of Financial Position”.]

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*Member-at-Large*: No report, Karen absent

*Membership*: Kathleen reported that, as there is no activity currently, there is little to report.

*Publicity*: No report, Karen absent

*Branch Manager*:

Diana showed examples of cubicles to provide privacy for tutoring or private meetings.

Currently, masks are encouraged for all; required for unvaccinated. Capacity limits have been lifted and hours extended to 7 per day. Returned materials accepted 24 hours every day. While curbside pickups have declined, in-person patrons are increasing to almost 1,000 each day.

We have two new shelvers, Zanett Velazquez and Anthony Bingham, both well know to branch, board members, and volunteers. Staff member, Vanessa Mondragon has transferred and Diana is interviewing candidates for a part-time specialist position, hopefully bi-lingual. One other position remains empty.

Up-coming events listed in Diana’s report (attached).

*County Administration*: No report. No representative present.

*Commissioner*: Safe space for the archives has been identified and efforts to relocate materials is on-going, with all items of importance already moved. 99% of what is left is county material.

Negotiations with the union regarding renewal of contract due to expire are continuing.

*City Council*: Madolyn reported that an election for a new council member will be held on Nov. 2.

New City Manager Garett Toy begins July 20. He is innovative and creative and will bring much to Sonoma.

Sept. 8, the Women’s Club will hold an event commemorating the improvements the Club has given to the city.

Meeting was adjourned at 4:10. Next meeting is June 10.

Respectfully submitted,

Marge Thomas