**Friends of the Sonoma Valley Library Board Meeting – Minutes August 13, 2020**

Present: Madolyn Agrimonti, Mario Castillo, Janet Constantino, Dave Dobbins, Kathleen Gray, Tom Haeuser, Robin Kunde, Karen Sanders, Beverly Seyfert, Susan Shinomoto, Diana Spaulding, Sirie Thongchua, Marge Thomas, Janette Tschann, Sarah Vantrease

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

Meeting was called to order at 3:00 p.m.

Minutes of the July 9, 2020, meeting were approved.

New Business: None

Unfinished Business: See Vice President’s report from sub-committee on book sales and donations

Officer Reports

*President:*

FOL Presidents’ meeting: Major concern: when can donations and book sales resume? County answer is that these activities, including sorting, cannot resume in the foreseeable future. The bags of books sold by Rohnert Park at the farmers’ market are from previously stored supplies. Russian River asked about sales in the parking lot and was told that County could consider that but sales must be off-hours, not when any library activity is occurring. Also discussed, the Library Foundation’s interest in building/supporting the FOL Boards. Next meeting: September 17.

Our liability insurance has been renewed.

We have received a generous donation of $1,250 from the Purdum Family Foundation.

*Vice President:*

The sub-committee on donations and book sales discussed opening donations. The consensus is that we will abide by the guidelines of the County Library. Diana confirmed that central administration is not in favor of any branch beginning donations at this time. Discussion included (1) We do not sort inside the library (2) Could SVFOL be a pilot location for accepting donations when the time comes? (3) Central considers this a parity issue, though some branches were able to open curb side service before others. (4) If we could be the pilot program, we would follow all guidelines: sorting outside, masks and gloves, no more than 4 sorters, only 1-2 days a week and closed when shed is full. Janet pointed out that San Francisco libraries expect limited opening, by appointment only, in late August. It was noted that our priority at this time must be to keep the “brand” out there, keep the community aware of the FOL and the branch.

The Jane Kunde Fund is at $699,267.32 as of July 31. A distribution is due soon. It was suggested that the LAB and branch should take up discussion of expending the distributions of this gift.

*Secretary:* The annual meeting and election of officers is scheduled in October. Janet suggested we postpone the election, but Tom thought our by-laws may not allow a postponement. [Note: Four offices are up for election or re-election. One one term (Secretary’s) continues to 2021.] *After discussion, a Nominating Committee of Robin, Karen, and Marge was selected by consensus.*

*Treasurer:* July report previously distributed. Tony’s off-site sales continues to provide income. Only expense was allocation to the branch. We did get June reports from the Community Foundation and Vanguard, both of which show a slight up-tick in the balance. The coffee cart program shows no expense. It is on hold at this time.

Liability insurance was paid in full for the year, to be reflected in August report, to avoid going into arrears due to slow postal service.

*Member-at-Large and Publicity Chair*: We have nothing to publicize at this point. In order to keep the community aware of the FOL, we could consider avenues such as a table at the Farmers’ Market.

*Branch Manager’s Report*: See LAB report.

Committees:

*Book Sales*: The committee has penciled in sales dates for 2021, the first one targeted for February, but we still have no one to manage the sorting program.

*Membership*: Kathleen reported a 57% decrease in membership since last year. This is no doubt due to lack of book sales where most renewals and new memberships are collected. *After discussion,* *it was decided by consensus that. rather than sending a reminder to renew, we will send an e-blast saying that, in view of the current situation, all who have paid 2020 memberships will have that membership rolled over into 2021.*

*Book Clubs*: No report, though concern for meeting space continues.

*Newsletter*: No report

While formal report from the County System was delayed to the LAB meeting, Sirie did report that at the FOL and Foundation meeting a survey was distributed asking if FOL groups would be interested in participating in a system-wide friend-raiser or perhaps an on-line gift store. A system-wide celebration of National Library Week is under consideration for April, which could be partnered with a small fund-raising event and support an up-coming bond issue. The Foundation is planning to sponsor book bags with promotional materials which branches could provide, limited to ½ sheet size, and will sponsor a friend-raiser in October. Madolyn asked about book bikes plan. Sirie said this will not happen until May.

Would the FOL be willing to donate coupons for a free book as gifts for participants in the summer reading program?

*It was agreed by consensus that we would provide summer reading participant coupons, but that the expiration date would be through 2021, as they would not be useful until pandemic restrictions eased.*

The meeting was adjourned at 3:50, followed by the LAB meeting. The next meeting is September 10.

Marge Thomas, Secretary

Reports from LAB meeting. See LAB meeting minutes for complete record.

Commissioner: New members of the LAB are Mario Castillo and student member Yanell Velazquez.

Budget uncertainties continue; tax revenue is unknown.

We are addressing concerns about the time-consuming curb side pick-up program, a major administrative effort.

We have no schedule for re-opening and must consider what happens if we can’t open for another year.

Digital programs have been very good, but there are concerns about those who don’t have access to them.

County Administration: We take in 20,000 returns weekly, down from 60,000 in normal times.

Procedures are taking place to prepare opening, preparing plexiglass barriers, moving furniture…. But we have no opening date. Other libraries which did open, have had to shut down again.

We are focusing on safe return procedures. Sonoma Branch has a good work flow. We are seeing new patrons and the numbers using the system are inching up slowly.

Tests have been conducted on library materials and found that the coronavirus can remain on materials from 4 days up to 8 days.

Virtual programs are being extended. In July, 100 programs were provided, mostly pre-recorded, though some interactive via Zoom.

Digital magazine check-outs up 552%, with more than 10,000 titles; e-card registrations also up.

The SV School District is expected to approve the use of school id for a library card, facilitating students’ use of library resources.

Branch Manager: See attached Branch Manager’s Report. Some items:

Diana welcomed Mario Castillo, who has been a heavy library user, and has offered to help with out-reach.

We can accept returns continuously through specific hours. Friday is very busy, so suggest using a different day.

Printing is now free for up to $5.

Virtual Community Coffee Hours now occur monthly; SV hosts the Nov. 12 event.

A new sign on the library wall gives times for curb side pick-up and phone number.

City Council: Barriers are going up along Plaza to make out-side dining safe.

Council is discussing fines for non-mask wearers, with heavier fines for businesses who do not enforce mask requirement.

Jack Ding and Amy Harrington will return to Council with no opposition.

City Manager is retiring, so some changes will occur.

City will offer cooling stations for those without resources during heat waves.