**Friends of the Sonoma Valley Library Board Meeting – Minutes October 8, 2020**

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

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

**Annual Meeting:**

*One item of business: election of officers:*

Nominating Committee presents:

President: Janet Constantino

Vice President: Robin Kunde

Treasurer: Susan Shinomoto

Member-at-Large: Karen Sanders

Terms to run to October, 2022

Secretary’s term continues to October, 2021

No nominations from the floor; slate of officers elected by acclamation

**Regular Meeting** was called to order at 3:05 p.m.

Minutes of the September meeting (approval tabled to November meeting)

New Business: None

Unfinished Business: Book donations:

The county administration has agreed to a pilot program at the SV Library Branch. Conditional on that agreement was a rider on our FOL insurance policy to include coverage for the library itself. That coverage was obtained at no additional cost to the branch.

Tony has been providing leadership for the limited donation program. The protocols are:

Drop off on Sundays, when Library closed

Open the shed in the morning, close and lock in evening, leave locked for specific number of days before sorting.

Once shed is filled, no further donations until those books (after quarantine) are sorted and dispersed

Donations can be made by appointment only, in 15-minute intervals with someone on the premises to direct the boxes or bags into the shed

Limit the number of boxes or bags each person can drop off

The sorting team would not exceed 4 masked, gloved, socially distant volunteers, with ample hand sanitizer available

The on-duty receiver would not handle bags or boxes, but would direct donor to place them in the shed

A team member must always be present during the donation time window

Officer Reports

*President:* Ann Hammond has sent to all FOLs a “memorandum of understanding”, codifying the relationship between the county library administration and Friends groups. There are some concerns about content, and the many variations in FOLs within the system which may make one memorandum for all problematic.

*After discussion*: It was understood that this document is a draft based on a template from the American Libraries Association, and is a part of the process toward a capital campaign. *It was agreed that Janet and Robin would be a committee of two to consider the document in relationship to the reality of our organization and the need for language which makes us comfortable*. *Feedback to be in by the end of 2020.*

The Friends Presidents’ meeting primarily concerned book donations and Tony’s program.

*Vice President:* No report

*Secretary:* Kudos to Laurie Decker, who runs our website and has been quickly responsive to all our needs. She has added new book donation information to the site at https://svfol.org/book-donations.html

*Treasurer:* The Vanguard Fund and the Community Foundation Fund quarterly reports have not been received, so the September report is a preliminary one. It does reflect$1350, primarily from Tony’s work with Book Forest, with $200 from memberships and donations

*Member-at-Large and Publicity Chair*: Karen will place a brief article regarding donations in the *IT* and *Sun*, supplementing Christian’s recent article.

Committees:

*Book Sales*: No report

*Membership:* Kathleen has received 3 renewed memberships and an additional donation with a kind note.

*Book Clubs*: No report

*Newsletter*: No report

Branch Manager: Diana’s full report [see attached] was deferred to the LAB meeting. Highlights: We continue to have a problem with book donation drop-offs outside of the established program. The only choice for these books is to dispose of them. Those donations coming in within the program which have been sorted and placed in the DR3 shed have been picked up by St. Vincent de Paul for recycling.

The ballot drop-off box in our parking lot has had very good response.

Poor air quality suspended our drop-off service for some time; pick-up averaging 300-350 declined due to air quality.

Patrons can send a print job to the library’s printer and obtain up to 30 b&w or 10 color pages for free.

The meeting was adjourned at 3:40, followed by the LAB meeting. The next meeting is September 10.

Marge Thomas, Secretary

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*Highlights of the Commissioner, Branch Manager, and Central Administration reports presented at LAB*:

*Commissioner*: We are circulating fewer books but many more digital items

Our high school LAB member, Yanel, has been involved in a great teen-centered program.

*County Admin*: Sirie reported that the CFO and the adult services manager have resigned. A very sad and shocking loss is our IT administrator, Vicki Terbovich, who passed away suddenly on Friday.

Library has increased holds on items from 25 to 50; with curb-side service, “holds” are the only way to obtain loans.

Look on web site for a fun presentation of what teen librarians have been doing.

On Oct. 18, a free event, “I love chocolate and wine” will be presented on-line.

Sarah: We have launched a new collection, a Community Memory Archive to collect individual records of these times. [See Diana’s report]

Teen Librarian has led discussion of challenges and opportunities to serve teens: opportunities beyond screen time and into interactive programming.

We are at 84% of circulation compared to pre-COVID last year.

Rohnert Park is our pilot branch for working out how we open, taking into account not only the coronavirus, but other critical situations so air quality sensors and air scrubbers are now in the mix.

Staff of public services have been meeting with branch staff to discuss service hours and other curb side issues.