

Friends of the Milpitas Library Board Meeting
October 9, 2020 (via Zoom)
Minutes

Attendees: Dana Arbaugh, Linda Arbaugh, Karen Armendariz, Madelyn Lee, Melanie McInerney, Kelly McKean, Nonie McDonald, Catherine Pelizzari, Farhana Sharmeen

1. Adoption of the agenda
Melanie McInerney moved and Madelyn Lee seconded the motion that the agenda be adopted. Passed with all ayes.

2. Approval of the minutes from the January 10, 2020 Board meeting
Dana Arbaugh moved and Madelyn Lee seconded the motion that the minutes be approved. Passed with all ayes.

3. Treasurer's report – Karen Armendariz
Karen presented the numbers for the Friends' dollar intake and expenses: the amount in the Friends' bank account totals \$87,485; there have been very few expenses since the shutdown of the library due to the pandemic, almost the only one is for Kim Parker's plant care. Amazon sales income since July totals \$7,960. The Friends received \$4,000 back from the Save Our Libraries fund; there is currently no plan in place for returning it to the Library. Karen is currently working on learning the Quicken program to manage the FOML account. Dana Arbaugh moved and Melanie seconded a motion to receive the Treasurer's Report. Passed with all ayes.

4. Election of Officers
Melanie McInerney moved and Dana Arbaugh seconded a motion to elect the current slate of officers for next year. Passed with all ayes.

5. New Business
 - a. Status of sales
Nonie McDonald has been busy listing and selling books on Amazon; sales have slowed down a bit recently but are still steady; room for books listed for sale has now opened up in the Friends room, making things a bit easier for her to handle. Flattened cereal boxes for shipping purposes are still needed.

 - b. Morale booster for staff
Library staff has a great many new challenges to deal with and the Friends would like to support them in the following suggested ways: a free staff lunch, Starbucks coffee, snacks placed in each staff mailbox. Rather than choose among these three suggestions, the Board decided to fund all three gifts of appreciation. Dana Arbaugh moved and Madelyn Lee seconded a motion to give Kelly McKean \$1,000 from the

Friends' account for this purpose (Category: gifts). Passed with all ayes. Kelly will make sure that the Friends are credited for their gifts.

c. Memberships for 2021

Due to the difficulties of renewing and recruiting members during this pandemic shutdown, 2020 Friends' memberships will continue through 2021 or whenever normal library services are resumed. Dana Arbaugh made the motion to implement this decision, Madelyn Lee seconded, passed with all ayes.

d. Donor board

The donor board lists major donors and their level of donations, Dana Arbaugh has added a new \$250-\$499 "Friends" level of donations and has made a new flier about tax-free donations to the Friends to encourage this new level of donations.

e. Storage of donated books

Nonie reported that storage room is sufficient for now, and after November 2, the Friends will have access to two additional rooms where voting equipment is currently stored, but as time goes on without book sales, we will need more storage. She is considering listing the large boxes of Japanese Manga we received last Saturday on Craigslist.

f. Member-at-Large duties

Member-at-Large duties are not identified in our by-laws. Linda will research how to change the by-laws to specify the circumstances under which a Member-at-Large may vote.

g. Head librarian report

Kelly McKean reported that

- i. Recently some staff members have been assigned to the emergency center to assist with pandemic-related duties.
- ii. Renewals allowed will go to five, up from a previous limit of two.
- iii. No fines for overdue books are being imposed.
- iv. Checkouts have risen to 2500 books or other items per week.
- v. Our libraries are now in Stage 3 of the library opening plan (A flow chart of the stages of opening is available on the library website).
- vi. On November 9 limited computer/DVD/CD access will be available in the south wing.
- vii. There is currently a ballot box on the street in front of the library.
- viii. On October 31, a separate door will be open to one area of the library for voting, so that voters will be separate from library patrons.

- ix. The Los Altos library was able to have an outdoor book sale and will have another one in November by partnering with their local historical society to use its parking lot for the sale. Kelly will contact that library for possible ideas for a sale of our own. We are way ahead on book donations.
- 8. Next board meeting date and time.
No date was set for the next meeting of the FOML Board; the Board will meet as needed at some time in the next 3 or 4 months.
- 9. Adjournment:
Motion to adjourn was made by Dana Arbaugh, seconded by Madelyn Lee, passed with all ayes. Meeting was adjourned at 10:55 am.