

Friends of the Milpitas Library Board Meeting

February 3, 2021 1:30 pm (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

Catherine Pelizzari moved and Madelyn Lee seconded the motion that the agenda be adopted. Passed with all ayes.

2. Approval of the minutes from the October 9, 2020 Board meeting

Melanie McInerney moved and Dana Arbaugh seconded the motion that the minutes be approved. Passed with all ayes.

3. Treasurer's report

Karen presented the numbers for the Friends' dollar intake and expenses; the amount in the Friends' bank account currently totals \$89,654.50. There have been few expenses since the shutdown of the library due to the pandemic, almost the only one is for Kim Parker's plant care, for which there is an uncashed check of \$125 pending. Dana Arbaugh moved and Melanie seconded a motion to receive the Treasurer's Report. The motion passed with all ayes.

4. Proposed budget for 2021

Dana Arbaugh made a motion and Madelyn Lee seconded a motion to accept the budget as amended. The motion passed with all ayes.

5. Old Business – documentation of policy for recognition of super volunteers

Reporting period of volunteer hours will be October 1 - September 30

Gifts from the Friends will be in the form of gift cards only. No cash money will be given. Volunteer will choose the gift card.

Volunteers can receive a gift card with a minimum of 300 hours donated. The following hours will receive the following gifts:

400+ hours - \$300

350 - 399 hours - \$200

300 - 349 hours - \$100

Gift cards will be given at our October appreciation luncheon or by October 30.

Volunteers may earn \$5 worth of books/media at the book sales for every hour worked.

6. New Business

A. Post office policy on mailings

Melanie reported that the Friends have a free mailing permit from the US Post Office, but to maintain it we need to use it at least once before January 30, 2022. To make sure this happens, FOML will send out a notice to all members that their membership dues will be extended through 2021 plus any other news.

B. Quicken software discussion

Karen is using Quicken 2017, which has expired but we don't need to upgrade until it stops working with Windows 7, at which time we will need to pay \$36/year subscription. Dana Arbaugh moved and Madelyn Lee seconded a motion to support Karen's upgrading to the subscription when it becomes necessary. The motion passed with all ayes.

C. Member-at-Large duties and amendment to bylaws

Linda proposed a change in the Friends bylaws that describe the duties of members-at-large: If a board member is absent from a meeting, the member-at-large is allowed to vote. It was also suggested that the board try to recruit retiring Senior Library Clerk Samantha Ha. Dana Arbaugh made a motion to do so, Nonie McDonald seconded the motion, it passed with all ayes.

D. Sales in group study rooms

Nonie proposed that once the library is open to patrons to any extent, the Friends could have book sales in the two book study rooms accessible through the ceremonial front door, with no access to the rest of the library. Customers would need to book their half-hour time slots ahead of time, and only two would be allowed in each room as long as the county remains in the purple COVID classification; if the County improves to the red or other less serious classifications, more people, (four for red) according to the rules, would be allowed in the rooms. The contents would be shifted among several classifications, week by week. Because this is so dependent on conditions that are unpredictable, this item was tabled until the next meeting.

E. State of sales by the box

Nonie reported that the customer who was interested in buying donated books by the box has withdrawn his offer because he found somewhere else he could buy books for 3 cents a pound, much less than what the Friends could eventually make from selling the books.

F. Community Librarian Report

Kelly reported on what is happening with the library and presented the items that she and library staff hope that the Friends can support: in 2021.

- a. Friends and Commission Forum – Saturday, February 6th, 9am – 10:30am
- b. Silicon Valley Reads is underway, thanks to the Friends for their support of this program. Events list and registration can be found at <https://siliconvalleyreads.org/events/Pages/2021-Events.aspx>
- c. COVID testing in the library garage has ceased which means they have returned the parking garage to a normal flow.
- d. They continue with walkup/curbside for at least the next 5 weeks. They have increased the bundles available for pickup and now include adult fiction and nonfiction. They are seeing the amount of requests climb, and the number of patrons has been steady and started to increase. Programming continues online.
- e. As health orders and state guidance change, they will continue to assess and evaluate their service with the hope of moving to open some form of building access to patrons once more. They expect that they will still be in limited service models and will have occupancy limits.
- f. Summer Reading planning is in full swing. This year’s theme is Reading Colors Your World. All programs will be online and they will be looking at different ways to support the programs with items such as take-home kits for families.
- g. Wish List for 2021

Item	Request Amount	Notes
<i>J Guerrero FRC</i>	<i>\$1,000</i>	
<i>SCCLD Foundation</i>	<i>\$1,000</i>	
<i>Silicon Valley Reads</i>	<i>\$1,000</i>	
<i>Office Supplies</i>	<i>\$500</i>	
<i>Plant maintenance</i>	<i>\$1,625</i>	
<i>Adult Programs</i>	<i>\$3,000</i>	
<i>Book Group</i>	<i>\$1,000</i>	
<i>Collection, Best Seller</i>	<i>\$10,000</i>	
<i>Juvenile Programs</i>	<i>\$12,000</i>	<i>Kits to support online programs.</i>
<i>Juvenile Summer Reading</i>	<i>\$10,000</i>	<i>Kits to support summer reading programs.</i>
<i>Young Adult Programs</i>	<i>\$3,500</i>	<i>Summer Reading Prizes, performers/presenters for teen virtual programs.</i>
<i>Special Projects</i>	<i>\$20,000</i>	<i>Furniture, creation of Parents Nook for Children’s area</i>
TOTAL	\$64,625	

The list was amended as follows:

<i>Collection, Best Seller reduced to</i>	<i>\$8,000</i>
<i>Added Office supplies - staff</i>	<i>\$500</i>
<i>Added YA Summer reading</i>	<i>\$1,000</i>
<i>Special projects reduced to</i>	<i>\$15,000</i>

Kelly also reported that all the reference and phone answering librarians are working from home two days a week and nine of them have been reassigned to vaccine and tracing centers.

- 7. Next board meeting date and time.

No specific date was set for the next meeting of the FOML Board.

- 8. Adjournment:

Meeting was adjourned at 3:10 pm.