

Friends of the Milpitas Library Board Meeting
March 30, 2022 (via Zoom)
Minutes

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

1. Adoption of the agenda

Rosemary Joy moved and Melanie McInerney seconded the motion that the agenda be adopted. Passed with all ayes.

2. Approval of the minutes from the January 3, 2022, Board meeting

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

3. Treasurer's report – Karen Armendariz

Karen presented the Treasurer's report:

-balance of \$109,000

-income from the first three months:

-Amazon sales- \$3,415

-inside sales-\$2,988

-donations-\$1,139

We have budgeted \$1,000 for book sale expenses. We have already spent \$730 of that. We spend approx. \$125/mo in expenses. So, $\$125 \times 9 = \$1,125$ plus another \$500 for the next two book sales (snacks/tape/boxes). She recommended increasing the Book sale expense line item by another \$2,000 to get us through the end of the year. This item was put forth as a motion by Melanie McInerney, seconded by Dana Arbaugh, and passed with all ayes.

4. New Business

a. Should we join Milpitas Chamber of Commerce?

Dana Arbaugh moved and Karen Armendariz second the motion for the Friends of the Milpitas Library to join the Milpitas Chamber of Commerce. Passed with all ayes. Dues are only \$93/year and will benefit our organization through their publicity of our sales. We also agreed to subscribe to the Chamber's weekly e-blast where we will be able to advertise our sales and post other notices. The cost for this is \$100/year. We will need to get a generic business card with a Friends phone number and email address (Nonie and Dana will implement these). Dana moved and Madelyn seconded a motion to to join the Chamber of Commerce, passed with all ayes.

b. Should we join the California Library Association?

The CLA promotes and supports libraries throughout the state. Linda Arbaugh will do further research on what the benefits of joining this organization would be. We will table the idea for now.

5. Community librarian report.

Kelly McKean reported that:

-Changes to the Library commission include Dana Arbaugh as the new head of the commission and that there are two new commissioners.

-As of January 27, the library is open 7 days a week, and includes evening hours.

-The book sale increased the number of library visitors, which have been increasing overall since the library re-opened, but fewer families are coming, although lots of students. Since the library re-opened, visitors have only reached 45% of pre-COVID (2019) numbers but should increase as more space is open and more programs for kids are available up. There have been many inquiries about public events, and many new bookings.

-On the day of the April 30 Book Sale, the library will also have a children's tissue paper art program

-Four new pages have been hired, and a new adult librarian; there are still a few vacancies.

-The damage on the first floor caused by a burst water valve upstairs has been repaired; the upstairs bathrooms still need some work; the water caused the loss of some juvenile nonfiction books.

6. Planning for mini book sale Saturday, April 30 and Sunday, May 1 (10 am - 5 pm both days)

a & b. Need 2 workers at table plus 1 floater each hour of the sale:

Saturday, April 30, 10:00 am -12:30 pm – Melanie, Farhana, Karen

Saturday, April 30, 12:30 pm - 3:00 pm – Catherine, Dana, Linda

Saturday, April 30, 3:00 pm – 5:00 pm – Catherine, Madelyn, Karen

Sunday, May 1, 10:00 am – 12:30 pm – Karen, Madelyn, Linda

Sunday, May 1, 12:30 pm – 3:00 pm – Madelyn, Dana Catherine

Sunday, May 1, 3:00 pm – 5:00 pm – Karen, Madelyn, Melanie

c. Set-up Friday, April 29, Workers: Nonie, Catherine, Linda, and one more needed

d. Need workers to start clean up on Sunday after the sale, 5-7 pm:

Catherine, Nonie, Melanie, Rosemary, Farhana, and her daughters

Need workers to finish clean-up on Monday, May 2, if necessary:

Rosemary, Nonie, Catherine

e. Advertising: Milpitas Post and Chamber of Commerce: Nonie (write-up), Dana, (send); post to Facebook page: Nonie; fliers to members: Melanie; fliers to PTA, Karen; electronic billboard, Kelly; A-frame street signs, Nonie;

f. Signs: Interior flyers, staff; signs for sign holders, Kelly; banners, staff

g. Price signs: Nonie

h. Bookmarks with date of August 5-7 and September 22-25 Sales: Nonie

Huntford will print new member forms with latest hours when needed: Melanie

i. Cashier table check list: Nonie

j. Paper bags needed? – no

7. Next Board Meeting Date: Thursday, July 7 at 10:30 am in the Conference Room but also on Zoom

8. Meeting was adjourned at 10:57 am