

FOML Board Meeting – October 18, 2023

11:00 am

Minutes

Attendees: Karen Armendariz, Ling Chen, Rosemary Joy, Charles Key, Madelyn Lee, Nonie McDonald, Melanie McInerney, Kelly McKean, Catherine Pelizzari

1. Adoption of agenda

Rosemary Joy moved, and Madelyn Lee seconded the motion that the agenda be adopted, passed with all ayes.

2. Approval of minutes of August 8, 2023 meeting

Melanie McInerney moved, and Rosemary Joy seconded the motion that the amended minutes of the previous meeting be approved, withpassed with all ayes. The amendments were:

(a) Remove Charles's name from action item re: price signs for the book sale

(b) Add that Charles has set up the FOML non-profit Google Drive account with access for the board.

3. Treasurer's report

Karen Armendariz presented the Treasurer's report.

The bank balance in the Citibank checking account as of the current date is \$57,284. The balance in the CD is \$50,000, and it has earned \$300 so far; it will mature with full interest on February 2, 2024. A budget item to replace the laptop was added and we reduced the amount projected to spend on publicity because we will no longer advertise in the Post.

4. Budget for 2024

Karen presented the budget for 2024; after discussion, Charles Key moved and Madelyn Lee seconded the motion to approve the budget; passed with all ayes.

5. Election of Officers

The following slate of officers was proposed for the vote to elect:

Nonie McDonald	President
Madelyn Lee	Vice President
Karen Armendariz	Treasurer
Catherine Pelizzari	Secretary
Melanie McInerney	Membership Chair
Charles Key	Publicity
Rosemary Joy	Book Sale Coordinator
Ling Chen	Board Member at Large
Farhana Sharmeen	Board Member at Large

Charles Key moved and Melanie McInerney seconded the motion to re-elect these same board members, passed with all ayes.

6. Discussion of pop-up sales planned for Halloween and to coincide with the December 9 "Holiday Hullabaloo", and coupons for events such as Pumpkins in the Park and other sales and events.

There will be a pop-up sale in the Nook on Halloween and at the Holiday Hullabaloo on December 9 featuring picture books at 50 cents each. The Board agreed to distribute 200 coupons for a free book from the Winter sale at Pumpkins in the Park.

7. Renewal of insurance for 2024.

Rosemary Joy moved and Ling Ching seconded the motion to renew the insurance that we already have, for volunteers and against damage suits. Passed with all ayes.

8. Revisit hour requirements for Super Volunteers status and Special Volunteers prize for those performing a service no one else can do.

Hours for Super Volunteers were revised down from 300, 400, and 500 hours to 250, 325, and 400 hours. A new category for awards for our irreplaceable Special Volunteers was created.

Their thank-you gift should be \$100 hours. Hours will be counted from October 1 to September 30. Next year's special lunch board meeting and election was moved to November. A motion to approve this was made by Melanie McInerney and seconded by Charles Key, passed with all ayes.

9. Preparation for December sale

- a) Advertising: Chamber of Commerce (Charles), member flyers (Melanie), electronic bulletin board (staff), A-Frame signs (Nonie), NextDoor (Charles),
- b) Signs: interior flyers (Charles will provide text, Liza and Kelly will make and distribute), signs for sign holders (Kelly), banners (Charles)
- c) Price signs & new category signs, print & laminate, (Rosemary, Nonie, staff)
- d) Bookmarks with dates of next sales, (Charles)
- e) Room set-up, (staff and volunteers)
- f) Cashier Table Set-up, (Nonie)
- g) Bags, (Nonie ordered another bale)
- h) Contact adult/student volunteers, (Rosemary and Nonie)

10. Signups for working sale

Nonie has sent out an online sign-up sheet.

11. Community Librarian report

Kelly McKean reported that:

- a) A new children's librarian has been hired.
- b) The children's librarians have been busy with class visits, new storytimes in Mandarin, Cantonese and Vietnamese, and a play-and-learn series.
- c) The librarian team has been focusing on cultural celebrations and planning a number of programs that are celebrated in teen, adult, and children's programs. Examples include recent Hispanic Heritage programs, autumn festival celebrations, and the upcoming Diwali programs.
- d) ESL programs are re-starting.
- e) Music CDs and non-fiction CDs and DVDs are gradually being discarded, since so much of that content is now available online.
- f) We will have a table and crafts at the city Pumpkins in the Park in October. In December, there will be a Holiday Hullabaloo celebration on December 9.
- g) In the upcoming year SCCLD will be replacing aging computers. This will mean that the PC in the Friends room will be replaced. Any items stored on that computer will be lost, so it is advisable for Friends to start moving their files to the cloud in preparation.
- h) The problems associated with adding new shelving in the Nook where the telephone table is now are being worked on. No solutions yet.

12. Next board meeting date and location

Our next meeting will take place at 10 am on Wednesday, February 7, 2024, in the usual library meeting room.

13. Adjournment – The meeting was adjourned at 12:27 pm.

The following are the dates of the coming year's sales:

March 2024 Thurs Mar 14 - Sun Mar 17.

June 2024 Thurs May 30 - Sun June 2.

Sept 2024 Thurs Sept 12 - Sun Sept 15.

Dec 2024 Thurs Dec 5 - Sun Dec 8.