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

1. Adoption of agenda
Charles Key moved, and Rosemary Joy seconded the motion to adopt the agenda, passed with all ayes.

2. Approval of minutes of February 7, 2023, meeting
The minutes were amended as follows:

Dollar signs were removed from the numbers 250, 300, and 350 in item 3(a), as those are the required hours for each thank-you gift level, not gift award amounts.

Melanie McInerney moved, and Charles Key seconded the motion to approve the minutes as amended; passed with all ayes.

3. Treasurer's report
Karen Armendariz presented the Treasurer’s report.
(a) The bank balance in the Citibank checking account as of the current date is $65,492.
(b) Checks from the Friends account for items not in the budget that are over $50 will now require approval by the President or the Secretary. Karen is now working on a procedural manual for the treasurer.
Charles Key moved, and Melanie McInerney seconded the motion to accept the treasurer’s report, passed with all ayes.

Charles Key reported:
We have 211 followers on Facebook and 55 on Instagram
He plans to:
  • Increase regularity of social media postings by adopting a regular schedule
    o Repost something by Mychal Threets once per week
    o Post an image of a new book in the Nook
    o Post a reminder of the Sunday sale in the Nook
For the next sale he has:
  • Printed a receipt book to go in the cash box
  • Printed and laminated new genre and sale price signs
  • Improved the banner signs to keep them from curling and falling off the wall

5. Consider changing hours for members preview night for the September sale from 5-8:30 pm to 5-8:00 pm.
   Charles Key made a motion to accept the change, Madelyn Lee seconded the motion; passed with all ayes.

6. Preparation for June sale
   - adult/student volunteers (Rosemary/Nonie); Goodwill (Nonie); bags (Nonie);
     advertising/signs/bookmarks (Charles)

7. Signups for working sale
Nonie McDonald has sent out an online sign-up sheet to the board for cashier shifts
8. Community Librarian report
Kelly McKean reported that:
   a) The children’s team is out doing puppet shows to publicize the summer reading program, which starts June 1.
   b) The library will be fully recarpeted starting June 10; this will take all summer for completion; there will be three days when the Friends Room will be inaccessible; a couple of days when the nook and front checkout desk will not be accessible.
   c) Computer Training Room - This room has been renovated and no longer has desktop PCs. It will be outfitted with new tables to create a more flexible space that can be used for library programming. Friends will be able to use this in August for the special book sale.

9. Other Business
We need to make a special, newly-designed flier for the next mini sale.

10. Next board meeting date and location
Our next meeting will take place at 10 am on Wednesday, August 21, 2024, in the usual library meeting room.

11. Adjournment – Charles Key moved and Ling Chen seconded the motion to adjourn the meeting. Passed with all ayes.