

**FRIENDS OF THE AMADOR COUNTY LIBRARY
MINUTES OF THE MEETING OF
March 17, 2015**

ATTENDANCE

PRESENT: Janie Brown, JoAnn Chevette, Jim Powell, Michele Powell, Elizabeth Rhein, Rick Sprenkel, Sandra Sullivan, Bonnie Toy; Laura Einstadter (ex officio)

ABSENT: Ed Pogue

GUESTS: Jan Hewitt

INVITED GUEST, NOT PRESENT: Jack Mitchell, Amador Ledger Dispatch

President called the meeting to order at 9:00am and declared a quorum. M/S/P: Bonnie/Janie/unanimous to accept the February 17, 2015 minutes.

Discussion: Janie acknowledged Elizabeth for adding handouts to distributed minutes.

CORRESPONDENCE

Bonnie – letter from State Board of Equalization re a workshop on tax preparation for nonprofits. The workshop happened two weeks prior.

Discussion: Our income is less than \$50,000 annually so we do the postcard tax return. Sandy: the Ledger digitization project could put us over \$50,000.

Sandy – letter from Rusty Rockers band asking to be considered as entertainment for the next FACL concert. No action.

Sandy – Ledger Dispatch “Panorama” section request re our listing.

Resolution, not voted: Phone number will be changed to Rick Sprenkel’s number. The website URL will be added.

TREASURER’S REPORT

The 02/11/15 through 03/13/15 report (attachment #1) and the Concert Report through 03/13/15 (attachment #2) were presented.

ANNUAL AUDIT – Bonnie submitted Ruth Sanders’s audit report to the president (attachment #3). There is no charge to FACL for this audit.

There were no questions regarding these reports.

LIBRARY DIRECTOR’S REPORT

Budget process is beginning. Becky is out on long-term disability, possibly as long as until June 1, 2015. We have a long-term contract with Stockton to host our library circulation system. The half-time literacy coordinator got extra hours to help on the desk at the main library. Laura will do an orientation for new board members, likely in April, early on a Friday morning. All board members are welcome.

Discussion: There are 10 library volunteers but not all of them have regular schedules. Branches close when the employees managing them are out. The two Upcountry branches are currently paired (one person works in both branches). There are issues with the community and the union accepting volunteers doing some library jobs. The Sierra Lodestar published an article within the last month on area libraries and Amador was featured.

Action: Sandy will contact all board members with possible orientation times.

OLD BUSINESS

DIGITIZING AMADOR LEDGER DISPATCH MICROFILM –

M/S/P: Elizabeth/JoAnn/unanimous – \$1,000 for a “salesman’s sample” test case of digitizing a few of the microfilm rolls.

Discussion: We will use the oldest microfilm for this test case. The project will be incremental. (See attachment #4 for additional discussion details.)

Resolution, not voted: There will be a restricted-donation line item for “preserving history” which will cover grants and donations to the project.

NEW BUSINESS

NEW BOARD MEMBERS – M/S/P: Rick/Jim/unanimous to elect Jan Hewitt to the board.

GAIL SMYTH RESIGNATION – Gail Smyth has resigned from the board (see attachment #5). Elizabeth Rhein will become acting secretary. Janie Brown will assume Gail’s candidacy for 2015-2017 vice-president.

RECORDS RETENTION PROJECT – Committee was formed: Bonnie, Michele, Jim, Rick.

Discussion: events; legal agreements; roles; who has what in their possession; working documents vs. backup documents; access levels (read only, read/write, etc.); how do other organizations do it?; is there a president’s binder?; issue of scanning old records. Google Docs is used now.

Next steps: Bonnie will begin research. Michele will ask Kathleen at Amador Community Foundation how they approach records retention. Jim will help after the Book Sale. Rick will join the committee after April 15.

COMMITTEE REPORTS

MEMBERSHIP – Report was presented by Rick, Membership Chair (attachment #6). Jim will send out another renewal email on March 17, focusing on “don’t wait in line” at the Book Sale members’ night. Welcome letter and membership cards emailed to all new and renewed members through March 14, 2015.

BOOK SALE – Janie reported that Larry Costick isn’t available to drive the tables and chairs in the U-Haul Friday and Monday 9am-12 noon. JoAnn Chevrette will become chair of the Book Sale after the April 10-12, 2015 sale. We received grants from the

Rancheria and from Safeway. Posters are going up March 17; Jim has made assignments. Jim has placed ads in the Ledger and requested a story in the Top 5 section; ads are running now in BuyNSell. A new banner is due to arrive 3/19 from a supplier in Houston; cost = \$111.

Action: Janie will ask Ed if he will be the U-Haul driver. Jim agreed to be the backup U-Haul driver.

Janie will ask Terri Works about picking up books.

WEBSITE – No report. Discussion of minutes being posted on website. We are behind on this project.

Resolution, not voted: Bonnie will add minutes to website and will post all missing minutes.

NEWSLETTER – Reprinting the Amador section of the Sierra Lodestar library article was suggested.

PUBLICITY – (see Annual Concert and Book Sale)

ANNUAL CONCERT – Michele reported that 40 tickets have been not sold as of today. Michele gave \$814 cash to Bonnie. Mary Foster runs the raffle. We don't have a count of the raffle items. The program went to press March 16. Susan Staggs is leaving the end of March. Gail Smyth will handle the membership table at the concert.

Discussion: You can give a certificate for wine but not the wine itself. Discussion of where ads are running. Sandy asked that board members wear their name badges at the concert.

Action: The committee will have a debrief before the next board meeting.

ADJOURNMENT

President adjourned the meeting at 10:52am.

NEXT MEETING

The next regular meeting will be on Tuesday, April 21, 2015 at the GSA Building.

Respectfully submitted,
Elizabeth Rhein
Acting Secretary