



**MORRO BAY FRIENDS OF THE LIBRARY MINUTES
BOARD OF DIRECTORS MEETING
September 25, 2009**

Call to Order: 11:36 AM

Present: Karen Robert; Joan Decker; Ric Deschler; Laurie Allen; Susan McElhinney; Jennifer Redman; Jude Long. Excused Absences: Nancy Burke, Joan Petersen and Robert Davis.

Introductions: Guests: Jack McCurdy; Jan Goldman

Old Business:

1. **Consideration of 4/27/2009 Audit Report Recommendations.** Audit recommendations by Michael Durick were discussed. Regarding Liability Insurance for Directors and Officers, Director McElhinney brought a quote from Altru Insurance. Given the cost of the insurance, the discussion centered on the actual need. It was determined that the Friends have some coverage under the Library's insurance and that it was not clear whether such insurance covered us during off-site activities. Susan will follow up with Melody Mullis. Since we have off-site sales at Farmer's Market and other occasional off-site functions, it was considered important to determine if we have insurance coverage for those activities. We will follow up on the insurance issue in January. Discussion of the recommendation for an audit by a C.P.A. will also be on the January Board of Directors agenda.

2. **Re-Consideration of Friends Credit Card.** Treasurer Deschler discussed the fact that there is often lag time between expenditures by Library Staff and reimbursement by the Friends. Jude Long said that she keeps a personal credit card for her employees to use for Friends related purchases, as well as other purchases, but that it is inconvenient to have to sort out the various transactions as to what is reimbursed by whom. Therefore, it was decided to obtain a credit card to use for **AUTHORIZED PURCHASES ONLY**. The need to keep receipts was emphasized as well as establishing a limit of \$5,000 and one authorized card.

A motion was made by Vice President Decker, seconded by Director Redman, and was unanimously approved to obtain a credit card from Rabobank in the name of Ric Deschler and the Morro Bay Friends of the Library on the terms set forth in the attached Form of Resolution provided by Rabobank, which is incorporated herein by this reference as though it were set forth in full.

New Business:

1. Nominating Committee. Director Peterson submitted a report that she had met with several individuals in order to match interests with positions. The following recommendations for the Board of Directors for 2010 will be presented to the Membership at the November meeting:

President—Karen Robert
Vice-President—Joan Decker
Secretary—Susan McElhinney
Treasurer—Ric Deschler
Member-at-Large—Programs—Jan Goldman
Member-at-Large—Membership—Jennifer Redman
Member-at-Large—Newsletter—Robert (Red) Davis
Member-at-Large—Ways & Means (Fundraising)—Laurie Allen
Member-at-Large—Public Relations—Jack McCurdy
Member-at-Large--Volunteer Coordinator—Joan Peterson
Member-at-Large—Library Advisory-- Open

It was also reported that self-nomination papers are available at the main desk of the Library.

A motion to accept the Nominating Committee report was made by Treasurer Deschler and seconded by Director Allen and was passed unanimously without further discussion.

2. Project Proposal—Peace Pole. The Executive Committee was asked to approve Project Proposal #09-05, at a cost not to exceed \$1,200 to purchase and install a Peace Pole and plaque at the Morro Bay Library patio. Details as to the honoree were not available for discussion at the meeting, due to some need for confidentiality, but the members present were assured by the President and Treasurer that the proposed honoree was someone we could all support. The discussion reflected some discomfort with the amount needed. Jude Long pointed out that there is one local Peace Pole; that they are listed on the Internet; and that they serve as tourist attractions. Treasurer Deschler and President Robert expressed strong support for the project. Vice President Decker moved to approve Project Proposal #09-05, in an amount not to exceed \$1200. Director McElhinney seconded the motion. Discussion followed. It was stated that the City of Morro Bay supports the project, and City Manager, Andrea Lueker will fast track the project, recognizing that all commissions and committees do not necessarily need to review it, so that hopefully the full project can be publicly disclosed in November. The motion was passed unanimously.

3. Project Proposal—Book Bags. Director Allen presented Project Proposal #09-06 for the purchase of 400 new book bags at a cost not to exceed \$1800. It was moved by Director McElhinney seconded by Director Redman, and approved by unanimous action.

4. Membership Dues Structure. The membership dues structure was the subject of a report by Director Redman. Director Allen expressed the opinion that having members was more important than using membership as a fundraising tool and that; therefore, the dues should be kept low. Director Redman, concurring in part, stated that sometimes people actually donate more money to the Friends because the dues are so low.

President Robert reported that other Friends groups have expressed the opinion that our dues are too low and that we could raise dues to make more money to “chip in” to help support the County budgets.

Jude Long expressed concern that this is a difficult time economically for many people and that it might not be the best time to raise our dues.

Director Redman thought that many people join just to gain early entry into the Book Sales, and that, if dues were \$10, they might decline to join.

Director Allen made a motion to keep the current structure for another year; Director Deschler seconded. No further discussion ensued, and the motion passed unanimously.

5 Membership/Elections Meeting Preparation. The format of the Annual Meeting of the Friends of the Morro Bay Library was discussed. First, there will be a brief business meeting, followed by a program and light lunch, consisting of “finger foods.” The program is tentatively set to be a discussion by chefs Kirk Sowell of Frankie and Lola’s and Shawn Washburn of Shawn’s on Main. There will be some food provided by the chefs. Directors Allen, Peterson and Decker will help Director McElhinney prepare additional food. Jude Long suggested that Director McElhinney also contact long time Friends member, Lynn Evey for more assistance.

Reports

President’s Report: No Report

Minutes: A motion to approve the Minutes from the meeting of July 17, 2009, was made by Director Allen and seconded by Director Redman and was passed without further discussion by unanimous vote. A motion to approve Minutes of Email Meeting of August 20 and 21, 2009, was made by Director Deschler, seconded by Directors Redman, and was passed unanimously without further discussion.

Vice-President’s Report: The Vice President reported on the Restoration of the library mural, which went very well and preserves this work of art for the next generation of library patrons, as well as for the City of Morro Bay. Jude Long praised Vice President Decker’s management of the restoration project, saying that it left her “breathless with pleasure at how well it went.” Vice President Decker in turn praised City of Morro Bay Director of Recreation and Parks, Joe Woods for his assistance in getting the project completed smoothly. Director Allen also praised Director Decker for her management of the project and praised the finished product.

The upcoming Central Coast Book and Author Festival, to be held at the Mission in San Luis Obispo, was the next item in the Vice President’s report. Vice President Decker reported that there are 70 exhibitors lined up, with a waiting list. Doc Burnstein’s is providing ice cream. This event is a countywide program that helps raise money for the children’s reading program, particularly for books. Horace Morano of the Library Foundation is hoping to expand the current summer reading programs into: “Lifelong Reading” programs.

On a motion by Director McElhinney, seconded by Director Allen, the Vice President’s report was accepted for the record.

Membership Report: Friends put a flyer into the Chamber of Commerce newsletter. Membership is growing slowly but steadily. Director Redman plans to take additional flyers to the next Chamber mixer. A new card for Junior

Members was discussed. Giving new or renewing Junior Members a coupon for a free book at the book sales was discussed. Director Allen suggested that the coupon should be separate from the card, for ease of collection at busy sales.

Renewal notices have been sent and some responses have been received. Membership drives are working slowly, but definitely working.

A motion to approve the report for the record was made by Vice President Decker and seconded by Director Deschler, and was passed unanimously.

Treasurer's Report: Treasurer Deschler reported that he had been notified that the Friends were out of compliance with the State Attorney General's requirement of a yearly filing, which costs \$25 per year. To bring the Friends into compliance, Treasurer Deschler has gone ahead and completed the filing so that the Friends are now in compliance.

A copy of the current financials was distributed (available on the website) and discussed.

A motion by Director Allen, seconded by Director Redman, resulted in the approval of the report.

Program Report: No report

Correspondence: Secretary Burke emailed Director McElhinney the Correspondence Report. Thank you notes were sent to all participants in the mural restoration project: Peter Ladochy; Steve Proano; Joe Woods; Riley Proano; Rita Brotherton; Creighton L. Decker, Elaine and Robert Du Fosse; Herb Garfield; David Rosenthal; Roger Ewing; Susan Stephens; Berta Parrish; Ben Koppl; Lynn Wickham; Catherine Reustmann; and Richard Strasburg. The report was approved on a motion by Director Allen, which was seconded by Director Redman.

Ways and Means: Director Allen reported sales of \$3,380 at the last book sale. She praised the volunteers highly, stating that they have good relationships within the group. Director Redman's work with the public was great, she reported. She also shared that shoppers were excited by the sale. All the book sales have been ahead of budget. The report was approved on motion by Treasurer Deschler, seconded by Director Redman.

Library Report: Jude Long thanked Jan Goldman and Jack McCurdy for being at the meeting and volunteering to serve on the Friends Board for next year. She also reported that the new chairs are in the Library and are great—and that they smell a lot better than the old chairs.

The Summer Reading program had good community response and had a 65% completion rate. There was 100% report of satisfaction with the program, rating it as good or excellent. The programs were excellent and truly engaging for the children. Jude thanked the Friends for making the program possible.

Jude said she is preparing as best she can for future budget reductions and mandatory layoffs and other cutbacks, while striving to maintain morale and daily functions. It is still uncertain as to how bad or how not so bad the cuts will be. Permission has not been given to invade reserves at this point.

Although doing her best, Jude stated, "Good ideas and rational solutions don't always go forward."

She then reviewed some of the changes that have been made in staffing. The equivalent of a $\frac{3}{4}$ time employee has been lost.

On a completely different note, Jude reported that the theme for the Summer 2010 reading program is being planned. In addition, a winter reading program for adults is in the works.

The statistics for our branch indicate a 21.2% increase in use in 08-09. Circulation per card is holding steady, and Morro Bay has the highest circulation per card in the county.

The institution of a 50¢ per request fee has caused a drop in the number of requests.

The Library is working on implementing new procedures for holding DVDs.

New volunteer forms have been instituted, with background checks required from certain volunteer positions at the cost of \$70 per check. Book Sale volunteers MUST have previously authorized forms in order to be covered by insurance.

The calendar for 2010 is in process.

There is use for a laptop projector and sound system, but this will be a project for the Friends to accomplish, if it is done.

A motion to accept the report, made by Vide President Decker and seconded by Director Redman, was passed unanimously.

Library Foundation: No report

Committee Reports: No committee reports

Agenda Builder: Get items to the President at your earliest convenience, keeping in mind that the business portion of the Annual Meeting will be abbreviated.

Announcements: Deadlines for newsletter submissions is October 6, 2009. (Due to the length of this meeting, please refer to website for additional announcements.) Membership and Elections Meeting will be on Friday, November 20th 2009, at 11:30 AM.

Adjournment: The meeting adjourned at 1:40 PM.

Respectfully submitted,

Susan McElhinney, Secretary *Pro Tem*