



**MINUTES OF THE MORRO BAY FRIENDS OF THE LIBRARY  
BOARD OF DIRECTORS MEETING  
January 22, 2010**

**Call to Order:** President Karen Robert called the meeting to order at 11:33 a.m.

**Present:** Laurie Allen, Joan Decker, Ric Deschler, Jude Long, Susan McElhinney, Joan Petersen, Jack McCurdy, Jan Goldman, Robert Davis, Jennifer Redman and Karen Robert.

**Old Business:**

**1. Consideration of Recommendations from April 27, 2009 Audit:** Director McElhinney reviewed information from Charity One Insurance Co., regarding the cost and availability of Director and Officer Insurance, as well as liability insurance. Director Deschler noted that the new budget had an allocation for the purchase of "D & O" insurance in the Administrative Costs section. He further noted that the County Library policy protects the Friends from liability, and that remote location activities, such as Farmers Markets, could be added as riders to the existing policy, at no additional cost to the Friends.

**a.** Director Allen asked if we could exempt ourselves from director liability by amending our ByLaws. Director McElhinney pointed out that even if we were legally exempt, we could be sued and the cost of defense would be far more than the annual insurance premium. Director Robert also mentioned that there is a clause already existing within our ByLaws – Article III, Section 2.

**b.** Both Directors Peterson and Davis noted that in other groups, people have declined to serve on boards due to lack of insurance.

**c.** Director McCurdy stated that each of us could insure ourselves by purchasing umbrella policies.

**d.** Director Redman stated that she never thought about being sued as a member of this board, but realizes that people do sue others.

**e.** Director Decker stated that it appeared to be well worth the cost.

**f.** Director McElhinney then moved that we apply for Directors and Officers Insurance, not to exceed a premium of \$1,100 per year. The motion was seconded by Director Allen. After discussion, Director Allen withdrew her second, stating that we should move immediately on obtaining insurance. The motion was withdrawn. Director Davis then moved to obtain insurance immediately, seconded by Director Decker. In discussion, Director McCurdy opposed the purchase, stating that he did not need coverage. President Robert pointed out that a new standing rule would be required if we do purchase this insurance. On vote, the motion passed, with 10 votes in favor and 1 opposed.

**g.** Since the motion passed, Director Davis made a motion for a new standing rule to be established that stated that the MBFOL Board of Directors will be responsible each year to purchase liability insurance for Directors and Officers of the Friends of the Library. The motion was seconded by Director Allen. The motion passed by 10 votes in favor, 1 opposed.

h. The question arose as to who will follow up to determine our insurance coverage for Farmer's Market. Directors Deschler and McElhinney said they would check into it.

2. **Addition Recommendations from Audit:** Director Deschler discussed the real need for the Friends was for a Financial Review, not a true audit by an outside agency or individual. Director Allen asked if anyone knew a CPA who might volunteer. Director Deschler and Director McElhinney will follow up with a CPA to whom Director McElhinney had spoken earlier.

3. **Status of Lease Agreement:** President Robert and Jude Long reported that all information divulged in our meeting was strictly confidential, and therefore, will not be reported here. However, it was noted that the Friends stand ready to facilitate a new agreement in any way they may be of help.

a. Director Deschler presented the results of his personal research into the current uses of the Program Room at the library, as well as reviewing the availability of alternative space. He found that virtually all current uses could be relocated to another location, comparably priced spaces, and that the few conflicts could be resolved by moving meetings by one hour or so. Director Deschler also let the Board know that he had written two letters to the Editor – Bay News & New Times, not as a Board member, but as a resident of Morro Bay. He was requested to submit his letters to Brian Reynolds, Jim Grant and Bruce Gibson so that they would know that he was not representing the Friends.

b. Director McCurdy asked if Director Deschler had included the community room at Chase Bank in his comparison, and was told that he had not.

c. President Robert and Director Deschler will meet with County Library Director Brian Reynolds and will report back to this group on the outcome of that meeting.

### **New Business:**

#### **1. 2010 Budget/CD Transfers:**

a. Director Deschler moved to approve the Finance Committee recommendations for the 2010 Budget, as presented. The motion was seconded by Director Davis, and approved unanimously. In discussion, it was noted that the Finance Committee discussed the Temporary Staffing account. Director Deschler stated that he had researched old minutes regarding that account and found a motion, made by then Directors Collier and Melton (2nd), passed at the September 16, 2005, meeting, to the effect that, if the emergency funds were not spent by 2008, the money would be transferred to the Books and AudioVisual Account.

b. In discussing the transfer of CD's, Director Deschler reported that money is transferred from the Friends checking account into CDs whenever the checking account balance exceeds anticipated needs. Friends use several different, local, banks, so that FDIC protects the money deposited. He recommended putting an additional \$11,000 into a CD. Accordingly, a motion was made by Director Deschler, seconded by Director Davis, to approve putting \$11,000 into a CD. Upon discussion of the motion, Director McCurdy asked if Friends were actually buying Certificates of Deposit, or was the account some other form, such as a money market account. It was confirmed that CDs are in fact purchased, for terms of 11 to 25 months, depending on what produced the best rate. The motion was approved unanimously.

2. **Board Goals:** Board members were asked to bring their own goals for this Board for 2010.

- a. Director Peterson led off, setting as a goal to continue keeping up with current volunteers; getting new volunteers; and making sure that all volunteers had current applications on file.
- b. Director Goldman's goal was to learn her new position.
- c. Director Decker is hoping to become a better volunteer and do more in general for this organization.
- d. Director Davis' goal is to assist Directors Peterson and Decker to achieve their goals.
- e. Director Allen is aiming for four successful book sales.
- f. Director Deschler is looking for a replacement for his position as treasurer.
- g. Director McCurdy wants to build and maintain community support for the public library; to develop a protocol of responsibilities for his newly created position as Public Relations Representative; to help foster and improve access to the knowledge available within the library; and to encourage the Friends to foster knowledge within the community.
- h. Director Redman seeks to develop new ideas on encouraging membership in the Friends organization and to promote the group.
- i. Director McElhinney, as the new Secretary, is trying to learn to write faster.
- j. President Robert identified 3 goals for herself:
  - (1) Resolve the issue of the new lease – advocating for what the Friends role can be in this process;
  - (2) Support the transition with the new Branch Manager (yet to be named) and to develop a solid relationship between the new Manager and the Friends;
  - (3) Encourage all the current directors to recruit their own replacement for 2011 and to get new people involved at the Board level.

She went on to state that she will not continue as President next year just because “no one else will do the job.” She is willing to serve the Board as Past President for 2011, to help the new President in their role by assisting with anything that needs to be given to the webmaster; and continue to manage the Wednesday programs.

**3. Recording Morro Bay Library History:** This item was tabled until the March meeting.

### Reports

**President's Report:** The start up Wednesday program was very well attended. There is a display promoting the MBFOL at Heritage Oaks Bank. The newsletter garnered two prospective volunteers. President Robert extended a special thank you to the Retirement Event Planning Committee members, who were instrumental in planning the Retirement party for Branch Manager Long. The Peace Pole is in place. The Presidents Report was accepted for the record with the final approval made unanimously on motion by Director Allen, seconded by Jennifer Redman.

**Minutes:** The minutes of the November 20, 2009, meeting were accepted for the record as corrected, as moved by Director Deschler, seconded by Director Allen.

**Vice President's Report:** Vice President Decker reported that the planters near the rear entrance of the Library are in need of attention. Director Decker is in contact with the City of Morro Bay to see what can be done to repair, resituate or replace the planters, and at what cost. This report was approved for the record on motion by Director Goldman, seconded by Director Allen.

**Membership Report:** Director Redman reported that she is actively seeking more business members of Friends. She is considering a monthly table at Spencer's Market.

She also reported on the membership breakdown for January of this year, showing a total of 368 members. This report was approved on motion by Director Allen, seconded by Director Decker.

**Treasurer's Report:** Treasurer Deschler reported that all expenses were at or below budget. After questions were asked regarding the Expansion Project, Director Deschler took it upon himself to do a historical review of the Board's action on the Project over the past 10 years. It was pointed out that the Board has a responsibility to the people who contributed money for the purpose of expansion to handle the funds appropriately. The Board agreed to discuss this report at the March board meeting. The full text of the Treasurer's report is available on the Friends' website. This report was approved on motion by Director McElhinney, seconded by Director Peterson.

**Program Report:** The date has been set for the annual volunteer recognition event. It will take place on April 16, 2010, from 9-10:30 A.M. There is a need for volunteers and for entertainment. This report was approved on motion by Director Redman, seconded by Director McElhinney.

**Ways and Means Report:** Book and other sales have brought about \$21,000. Director Allen highly praised Director Redman for her help at the book sales. Director Deschler was also warmly thanked for all his help in the book room. The report was approved on motion by Director Redman, seconded by Director Goldman.

**Correspondence:** Thank you notes were sent out by the Secretary for donations to the Friends. Approved on motion by Director Decker, seconded by Director Redman.

**Public Relations:** Director McCurdy stated that he needs any publicity information submitted to him at least 3 weeks before any event. He was prepared to take a picture of the Friends' donation check for publicity purposes. Approved on motion by Director McElhinney, seconded by Director Allen.

**Branch Manager's Report:** Branch Manager Long thanked Friends for the publicity surrounding the Peace Pole. She reported that a volunteer has been found to empty the book drop on Monday. A 20-hour staff person has been added. Also, the Library has a new electronic photo frame on display. The first round of interviews for the new Branch Manager has been completed, with the 18 applicants now reduced to 4 semi-finalists. It is hoped that the new person will be in place by March. The report was approved on motion by Director McElhinney, seconded by Director Redman.

**Library Foundation Report:** Director Decker will be sitting on the Library Foundation Board, and noted that the Foundation is trying to raise \$25,000 with a campaign that will continue until the goal is met. The Central Coast Book and Author Fair (CCBAF) was considered to be a success, in that money was made, although the final tally has not been published as of this meeting. The next CCBAF is calendared for September 19, 2010, at Mission Plaza again. Finally, the Foundation's next meeting will be on 3 February, at Oceano Public Library. It is a goal of the Foundation to get to know the various Friends of the Library groups better. This report was approved on motion by Director Goldman, seconded by Director Allen.

**Newsletter:** The newsletter became available online on January 17, 2010. The paper version went out on Wednesday the 20th. The switch to electronic form reduced the mailings from 367 to 280 and saved about \$14 in postage. There was no figure for savings on reduced printing. This will total a savings of \$273 annually, but raised concerns about qualifying for bulk mailing rates. It is possible that a higher mailing cost

will be triggered, offsetting the savings. Director Deschler moved to approve the report, seconded by Director Redman, and the report was approved accordingly.

**Committee Reports:**

**Library Advisory Committee:** No report

**Volunteers:** Director Peterson reported that she was working on a list of volunteers for the first book sale of this year. She is also making sure that volunteers have their forms filled out and signed—it was noted that no one may work without a completed form on file. The report was approved on motion by Director Deschler, seconded by Director Redman.

**Agenda Builder:** Directors were requested to provide the President with any anticipated Agenda items.

**Announcements:** Announcements were noted on the Agenda.

**Adjournment:** The meeting adjourned at 1:40 p.m.

Respectfully submitted,  
Susan McElhinney, Secretary