

**FRIENDS OF SAN DIEGO PUBLIC LIBRARY
SKYLINE HILLS BRANCH
August 16, 2016 MINUTES**

BUSINESS MEETING 7PM

**Attending: Friends: Kim, Cathy, Dolores, Carol Ann
Library: Elaine, Glenn (7:40)**

1. **July Minutes:** Dolores motioned to approve the July 2016 minutes. Cathy seconded, the motion carried.
2. **Librarian's Report:**
 - a. Library status (written report from Glenn) Move to the new building went smoothly. SH staff is assigned to other branches while new building is still "construction site." Glenn works out of SH & other branches.. Construction to be done around Labor Day; no firm date for completion. Old branch demolished 8/15. Staff getting trained on new RFID (self-checkout) machines. Lobby artwork being installed; shelves not yet in to keep mechanical access open. Some furniture has arrived, not yet installed. New computers due by the end of August.
 - b. One Book San Diego choice: "[Waiting for Snow in Havana](#)" memoir by Carlos Eire. Kickoff event is same night as the SH Friends meeting! :- (Sept. 20)
3. **Treasurer's / Membership reports**
 - a. New treasurer - after more than 20 years of service, Dolores has requested to step down from the Treasurer position. Cathy has agreed (after her year of training with Dolores) to be appointed Treasurer. Dolores will remain available for informational assistance, and remain on the Board until the next election. THANK YOU DOLORES! [ACTION] Dolores will transfer all paperwork to Cathy in the coming days. [ACTION] Kim will write a letter to Bank of America detailing the change in responsibilities and address change; [ACTION] Kim & Cathy will make the next deposit, and update the signature cards. Signees will be Cathy, John and Kim.
 - b. Income / Bank balance
 1. Dolores presented a report indicating an opening balance (new Fiscal Year) of \$2361. We made \$96 in book sales. \$290 in memberships; \$42 in donations. We paid \$50 for Friends Chapter Dues. Ending balance: \$2738.
 2. Kim presented a check for \$1,000 to the Skyline Hills Friends; she won 2nd prize award for participating in the RISE San Diego Strategic Planning workshop.

- c. New Members: Cathy is sending thank you letters to the 18 new members who signed up in the last month. Kim noted there is not currently a mailing address for the Skyline Library; the mail is being held at the post office until the new library has a mailbox installed. The Friends mail is there as well.
- d. Bank deposit procedure - Cathy motioned that up to \$10 be spent on #1 coin envelopes. Dolores seconded, the motion carried.
- e. Dolores expressed concern that the Friends checks and documents were packed away in the new building; Kim said Glenn had retrieved them and they were now available; [ACTION] Kim will get them to Cathy.

4. Fundraising report

- a. "Bye Bye Meadowbrook" party - Over 200 people attended the party on July 27. In order to keep track of what it took to put on such an event and maintain transparency, [ACTION] Cathy will create a "Party Summary" spreadsheet with 1) vendor-donated items & value, 2) Friends donated items & value, 3) Friends purchases (reimbursed) items & value. It should include who was responsible for working with specific vendors. [ACTION] Kim, Cathy, Adrian, and Carol Ann will collect their receipts or contact respective vendors and get relevant numbers to Cathy ASAP. (Receipts are helpful, but only *required* for reimbursement.)
- b. Grand Opening - No official date yet. Elaine reported that the City would let John (the Friends Grand Opening point person) know the meetings were to begin soon & occur mid-mornings.
- c. Bookstore
 - i. Book inventory / donations - Kim reported that book donations continue to come in, and she & Carol Ann were making monthly trips to the City Heights branch to collect free books immediately after their big monthly sale. Kim is also picking up from neighbors who respond on NextDoor.
 - ii. Volunteers - Cathy's friend, Dorothy, wants very much to help in the new bookstore; Dorothy's granddaughter wants to volunteer for the library. [ACTION] Cathy will have her contact Elaine ASAP re the mentorship program. [ACTION] Elaine will share the mentorship program info with Kim so it can be posted on the Friends Facebook page.
- d. Membership (Kim)
 - i. What membership level gets blue bags? DEFERRED TO SEPTEMBER MEETING. Cathy will take one bag for a recent Lifetime Member.

5. Administration

- a. Strategic Plan 2016-2017 - Kim reviewed the three goals in the draft Strategic Plan. Further discussion and a vote will be DEFERRED TO SEPTEMBER MEETING.
- b. FSHL Budget - purchases - library needs - Kim suggested that since the Friends had almost \$4000 in the bank, they could make greater contributions to the Skyline Hills Library programming than before, and encouraged Glenn & Elaine to consider making commensurate requests. Elaine suggested a donation to the matching funds program.
- c. City of San Diego Grant process - Kim attended a 2-day workshop at USD on applying for City of San Diego Cultural Arts grants. Even though the funds come

- from the City, and are going to a city dept., it's okay if it a) goes through the Friends, and b) is serving a City of SD community. The funding is a 2-to-1 match, and the application/administration process is quite rigorous, but could give us access to some high-level programming we couldn't otherwise afford.
- d. Election: Kim noted that the Corporate Board had moved to 2-year board terms. The Skyline Hills Board would be seeing its 2nd year end April 2017, and both Kim and John will be "termining out" as Co-Presidents. (The Secretary can continue beyond two years.) [ACTION] (not assigned) The Chapter Bylaws need to be amended to accommodate a 2-year term. Kim noted the importance of bringing on at least 2 new board members by the end of 2016 in order to keep the board running efficiently.

6. Meeting adjourned at 8:00pm

Submitted by:
Kim Laru,
Secretary & Co-President

UPCOMING MEETING:

September 20 - at Paradise Hills Library