



FRIENDS OF SAN DIEGO PUBLIC LIBRARY,
SKYLINE HILLS CHAPTER

December 20, 2016 MINUTES

BOOK DISCUSSION 6PM

“The Brief & Wondrous Life of Oscar Wao” by Junot Diaz

BUSINESS MEETING 7PM

Attending:

Friends: Adrian, Carol Ann, Cathy, Christine, Dolores, John, Kim

Library: Glenn, Elaine

Guests: Grace, Renita

1. Approve minutes - Glenn motioned to approve the Nov. 2016 minutes as submitted; Christine seconded, they passed unanimously.
2. Public Comment: none
3. Librarian’s Report
 - a. Branch update - Glenn stated the library remained busy. Upcoming events:
 - i. Senior mobile tech lab: starting Jan. 30 @10:30, it’s a free, monthly, tutoring opportunity for seniors aged 60+ & their caregivers. Folks bring in own devices.
 - ii. Family health centers: starting Tues Dec. 27, then occurring the 1st & 3rd Tues 3-5pm. Currently assisting with Covered CA, later will be referrals.
 - iii. Computers to SD Kids: 4th Sat of month (Glenn to confirm)? Applicants can receive a free computer.
 - iv. Snoice hosting PH Fest Wed. 12/21, 5-8, featuring small local businesses, food, music, prizes, performances.
 - b. Funding request(s) -
 - i. Elaine said their storytime bubble machine has died, and a new one would cost about \$40? **[ACTION] Elaine** will confirm cost and submit request. The board agreed this is a purchase covered by the board-approved budget.
 - ii. A new intern will be starting in January, and Elaine wants to create a recurring mentee bilingual STEM program that features art & science projects (i.e. LED flashlight). **[ACTION] Elaine** will tell board next month approximate monthly materials budget.
 - c. Matching Funds report - Glenn reported the Nov. 2016 fund balances: books = \$10,416, Equip = 0 (was \$5980 that went to RFID checkout machines; should be restored fully by the City), Programs = -\$289 Amounts reflect most recent balances, donations from public, Friends, money occasionally allocated to SK from the library budget. The books matching fund is a 50% match, with the other half going into a “pool” that creates an equitable distribution between the largers and smaller branches. The Match is from the City. It’s not clear exactly what role the

SDPL Foundation plays in this. Summer Reading Program is a separate fund. Matching funds roll over to the next FY.

- d. Status of "Dolores" book purchases - Elaine reported she was replacing a much-used juvenile graphic novel collection, and more award-winners (Newbery, Belpré, Caldicott, etc.)
- e. Status of Friends' storage in staff room - Glenn noted they were reorganizing the back room to accommodate the Friends overflow book donations. He's also working on meeting with Sheila to discuss purchase of a locking cabinet for our files and money.
- f. Status of Friends' donation boxes - Glenn decided to start moving the old donation box to desk as a temporary solution, until a decision is made on how/where to secure it. Kim noted that increasing donations is part of the Friends Strategic Plan, and the library is missing out on hundreds of dollars by not having a visible donations box. She also suggested the possibility of using a local acrylic manufacturer to create a curved box to fit against the desk, low enough for kids to toss in coins, yet secure and aesthetically part of the design. The Board would need to vote on this if the library is open to the idea. This is on Glenn's list for Sheila.
- g. Status of Essay Contest - Elaine reported the deadline had passed on 12/17, and she had received two entries. **[ACTION]** **Elaine** will follow up.

4. Strategic Plan

a. Goal 1: Strengthen the board

- i. Board survey - Kim had emailed a copy of the Board Candidate Survey; **[ACTION]** **all board members** should complete the form to re-assess strengths they can use to help Friends' fundraising. The form also serves as a brief biography for each board member so our donors know who we are, and this will be included in a Board Orientation to introduce new members to existing members.
- ii. Proposed Board Member Appointment Christine Wines - Kim introduced Christine, who has been a Friend for two years, and whose temporary board appointment will appear on the January agenda. She will be on the slate for the April election. Chris is a lover of libraries, and has worked with the nonprofit Peace Corps volunteers, serving as treasurer.

b. Goal 2: Improve Communication - John has created a Skyline Hills Friends website on Wix using their template, but hasn't had time to change the design to reflect our needs, photos, etc. **[ACTION]** **Vivian and John** will work together so Vivien can help; **[ACTION]** **Kim** will send them a proposed website structure based on the San Francisco Public Library Friends excellent website.

c. Goal 3: Improve fundraising (refer to Cathy's report, next item)

5. Treasurer's / Membership reports (Cathy)

- a. Income / Expenses / Bank balance - Cathy reported the Friends income since the November meeting at \$428.45, expenses at \$124.84, bank balance \$3,670 (plus another \$100+ deposit). Total income for the year is at \$2,900, total expenses \$1,694.
- b. Bookstore Report - Kim proposed a new Jan schedule to provide more hours & volunteers (including Vivien, Christina, Rustin, and possibly Senta & Isolina). **[ACTION]** **Carol Ann** volunteered to compare sales data to the calendar & determine when our most successful hours are; she & Kim will work on a new bookstore schedule.

- c. Membership Report - Kim noted that since the November meeting, we've had 2 renewals and 4 gift memberships, bringing us to 44 members (26 last year). We have more memberships, but still have only a single \$100 business membership, thus our membership dollars could still be improved. Kim encouraged [ACTION] **all members** to take membership envelopes and encourage family, friends, neighbors to join. The membership year is Jan-Dec., so our membership drive loses steam as we move into 2017.
6. Administration/Record keeping - Everyone was reminded to give Kim their hours (those that are not already on the bookstore schedule) so they could be reported to the Corporate chapter. The City calculates them as a cash donation, so all efforts on behalf of the Friends &/or the Library should be tallied.

There being no other business, the meeting was adjourned at 8:01 pm.

- Kim Laru
Secretary & Co-Prez
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Next meeting:

Tuesday, January 17, 2017

6pm book discussion "[The Bean Trees](#)," Barbara Kingsolver (FIC KINGSOLVER)

7pm business meeting

Suggested upcoming book discussions:

- Feb. 21 "[The Other Wes Moore](#)," Wes Moore (B MOORE)
- Mar. 21 "[Bel Canto](#)" Ann Patchett (FIC PATCHETT)
- Apr. 18 "[Cutting for Stone](#)" Abraham Vergeese (FIC VERGESE)
- May 16 "[The Monopolists](#)" Mary Pilon (794 PILON)