



FRIENDS OF SAN DIEGO PUBLIC LIBRARY,  
SKYLINE HILLS CHAPTER

January 17, 2017 MINUTES

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**BOOK DISCUSSION 6PM**

“The Bean Trees” by Barbara Kingsolver

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**BUSINESS MEETING 7PM**

Attending:

**Board members:** Carol Ann, Cathy, Dolores, Kim, (Absent: John)

**Friends:** Adrian, Christine, Vivian

**Library:** Elaine

**Guests:** none

1. Approve minutes - Carol Ann motioned to approve the Dec. 2016 minutes as submitted; Cathy seconded, they passed unanimously.
2. Public Comment: none
3. Librarian’s Report
  - a. Branch update -

*(Email from Glenn:) December Circ Stats – 5,991. Less than November (7,603), but that’s expected due to Holiday time period. 67% of Dec circ occurred at the Self-checkout stations. Our three-year trend for circ has been about 16,000 for FY 2015 and 2016, 21,000 for FY 2017. We’re on track to completely top that, having done about 19,100 just since our mid-October Grand Opening. The week between Christmas and New Year’s was slow.*

*Representatives from the Family Health Centers of San Diego have been setting up a table on the 1<sup>st</sup> and 3<sup>rd</sup> Tuesdays and that’s going well.*

*IndieLens film, “The Bad Kids,” at 2:00 on Saturday the 28<sup>th</sup>.*

*Senior Mobile Technology Lab reps will make their first appearance on Monday the 30<sup>th</sup> at 10:30, but it will be just to introduce themselves to the patrons, explain the training that they offer, talk about related services in their organization and have a raffle.*

*Staff has been helpful in pointing out issues or problems, which we’ve been reporting. Workers have been tweaking settings and testing systems in order to get the construction process officially wrapped up.*

- b. Kim shared information about the Community Conversation on January 11. About 15 people met at the library, and using the [Harwood Institute’s](#) format, talked about issues in the community. One topic was the desire for neighborhood & planning groups to use the Skyline Hills Library to meet, but the issue of meetings running past the library’s open hours has not been resolved.
    - c. Elaine shared that the computer program C2SDK on the 21st has been postponed, date TBD in Feb.
    - d. Elaine shared that we received 2 essays. **[ACTION] Elaine** will confirm that Corporate will accept them for judging.

- e. Funding requests
  1. From Library - None at this time; **[ACTION] Elaine** will get info on the bubble machine replacement and the STEAM program for the Feb. meeting.
  2. Bookstore sign - Kim requested \$170 for a battery-operated electronic sign for the bookstore window. Carol Ann motioned that we purchase the sign, not to exceed \$200; Dolores seconded.
  3. Programming - Kim informed the board of pending programming to be paid for by the Friends, as included in the 2017 approved budget.
    - a. ZZmyzzy Quartet - jazz combo - \$400 (Feb. 28, "Fat Tuesday");
    - b. Radio Guacamaya - fandango music - \$200 (March 28),
    - c. SCORE new business series - they are working on proposal **[ACTION] Kim** will follow up
    - d. OASIS classes \$300 each (more for crafts) - [classes available](#) include arts, health, history, lectures, DIY, etc. **[ACTION] Kim** will work with Glenn & Elaine to schedule classes.
    - e. Muriel's succulents workshop ~\$250 (before Easter)

Board members are encouraged to suggest additional programming opportunities.

- f. Matching Funds report - Deferred to Feb meeting.
- g. Status of "Dolores" book purchases - Elaine is completing purchases, including "Ezra Keats Award" winners.
- h. Status of Friends' storage in staff room - Deferred to Feb. meeting
- i. Status of Friends' cash donation boxes - A work order has been submitted to a secure the Friends' old donation box to the desk; in the meantime, it is being kept visible at the Service Desk. Bookstore staff are to empty it and include monies with bookstore deposit.

#### 4. Strategic Plan

- a. Status Update -
  - i. Completed:
    1. Membership goals
    2. Income goals
  - ii. To be completed
    1. Board manual **[ACTION] Kim** to finish by April board election
    2. Website **[ACTION] John & Vivian** will use Wix, possibly using sample from [San Francisco Public Library Friends](#) website.
  - iii. 2017-18 Strategic Plan - Kim encouraged all Friends to start thinking about goals for the 2017-18 year, as these should be group goals.

#### 5. Treasurer's / Membership reports (Cathy)

- a. Income / Expenses / Bank balance - Cathy reported that since the Dec. meeting, we earned \$270.94 (\$35 in memberships, \$22.24 in donations and \$233.50 in books sales). We spent .78c in banking [Square] fees. Our bank balance is \$3961.14. Kim pointed out the new "budget" column on the right of the monthly report; we are below target for cash donations due to the box being out of sight for several months. However, we should exceed bookstore sales predictions. We are behind spending the money we budgeted. Overall, we are on schedule to have a strong year fiscally.
- b. Bookstore Report - Kim reported that bookstore sales remain strong, and customers are getting used to our being open. There are a couple of potential new volunteers. We hope to have another big 2-day sale in the spring and will be looking for volunteers. Stay tuned for the exact date.
- c. Membership Report - We had 4 new members join. The membership drive is winding down now that we're into the actual membership year (Jan-Dec.).

#### 6. Outreach - Kim encouraged everyone to attend neighborhood and community group meetings, and to represent the Skyline Hills Friends by handing out flyers for upcoming events, and membership envelopes.

- a. Other Friends groups - Kim attended the Spring Valley and Bonita Library Friends' meetings. There may be some networking opportunities for the Friends groups to work together in South Bay to encourage books sales on a regional basis.

- b. Planning Group(s) - Kim attended the Paradise/Skyline PG meeting, but the discussion on the library's "Community Garden" had been deferred.
  - c. BTCA - no report
  - d. "Community Conversation" - see Librarian's Report above
7. Administration/Record keeping -
- a. April 2017 election - Christine has offered to run for Treasurer. We need volunteers to run for President (or Co-President), and Secretary. We also need committee volunteers to help with membership drives, bookstore, social media, etc.
  - b. Volunteer hours - Kim would be submitting the July-Dec. 2016 hours to Corporate in the following week, so all volunteer hours should be submitted to Kim, including any other meetings attended as a representative of the Friends. Hours on the bookstore calendar and attendance at regular Friends meetings are automatically included. If you do something for the chapter beyond those, please alert Kim to the time you spent. These hours are collected by the City and assessed a dollar value as a donation.

There being no other business, the meeting was adjourned at 8:10pm

- Kim Laru  
Secretary & Co-Prez  
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***Next meeting:***

**Tuesday, March 21, 2017**

**6pm book discussion** "Bel Canto" by Ann Patchett (FIC PATCHETT)

**7pm business meeting**

Suggested upcoming book discussions:

Apr. 18 "[Cutting for Stone](#)" Abraham Vergese (FIC VERGESE)

May 16 "[The Monopolists](#)" Mary Pilon (794 PILON)