



BOOK DISCUSSION 6 PM
"Treasure Island" by Robert Louis Stevenson

BUSINESS MEETING 7 PM

Attending: Board Members: Carol Ann, Cathy, Christine, Dolores, Kim, (Absent: Cathy, John, Vivian)
Friends: Cora
Library: Elaine, Glenn

1. Approve May 2017 Minutes with changes. Dolores moved to accept the minutes as presented and Christine seconded. The motion passed unanimously.
2. Public Comment: None
3. Librarian Report:
 - a. Branch Update:
 - i. Glenn noted that the Kim gave the Mission Hills/Hillcrest Friends a tour of the Skyline Hills Library and of our Friends bookstore. One member of the group was so impressed by Kim's expertise, generosity, and dedication that she sent a \$100.00 donation to the Friends, in honor of Kim. Glenn will make sure that the information is put into the monthly report for Skyline Hills.
 - ii. Summer Reading Program: Reading by Design has begun. **[ACTION]: All Board members** are requested by Kim to sign up online or at the Library. Elaine had a program earlier today.
 - iii. KinderCamp is a bi-lingual program on-going this week for children ages 4-5, (pre-K). Six or 7 children have signed up for this one week program.
 - iv. There is a Google Class that is wrapping up this week.
 - v. The Senior Mobile Tech Lab has been extended to 3 hours (10:30 am to 1:30 pm) on the 4th Monday of each month. There are 6-8 participants on average.
 - vi. Glenn noted that many of the programs are generated by Central and that the branches don't have a lot of control. It was suggested that the branch advertise the programs in areas like La Presa to increase participation.
 - vii. **[ACTION]: Glenn** with forward the fliers to Kim.
 - viii. Our Security Guard hours have been cut in order to place guards in some branches that are not currently covered.
 - b. Library Funding Requests:
 - i. Glenn reported that Skyline Hills will be hosting the next Branch Managers' Meeting on Thursday, July 6th at 9:00 am. There are usually 70-80 attendees.

Glenn asked if the Friends could help support by supplying some of the refreshments. Kim feels that this is within our goal of supporting the library. Kim moved to provide all of the refreshments generally supplied: coffee, juice, and bagels; not to exceed \$300. Christine seconded and the motion passed unanimously. **[ACTION]: Carol Ann** will be in attendance to help with the set-up. **[ACTION]: Glenn** will ask Eileen Labrador if a representative from our Friends can attend the meeting; possibly having FOL membership envelopes, and the donation box available.

- c. Matching Funds Report: Glenn reported that as of June 8th, the balances are as follows:
 - i. Books/Materials (50% match) \$10,081.00
 - ii. Programs (100% match) \$ 2,058.60
 - iii. Equipment (100% match) 0
 - iv. Kim asked if there are any assurances that funds donated to the matching funds stay in Skyline. Kim said that the latest from Bob Cronk at a Friends Corporate meeting is that there is a way to make sure the funds stay in the branch but he wasn't clear how to do it. It involves funds being 'earmarked' or 'encumbered' but the process leaves us all flummoxed. **[ACTION]: Kim** will send an email to Jay Hill or call Raul Gaudino and ask for the process.
 - v. Library Programming: The Annual SK Friends Program Funds Request FY 2018 – Annual Performer Budget was distributed. The Friends will put \$1,500 into the matching funds so that \$3,000 will be generated to cover the program's \$2,255 cost.
 - vi. Background: The City has an approved performers list. The branch generates a Purchase Order for the performer's work. The performer submits an invoice to the City. The City pays the performer when the paperwork is correct.
- d. Printer: The Friends' printer works as a copier but is not yet connected to the wi-fi. We have an appointment next Thursday to have it connected.

4. TREASURER'S / MEMBERSHIP REPORTS

- a. Treasurer's Report: Income: \$495.29/ Expense: \$51.65 / Bank Balance: \$4,955.22.
 - i. Of interest: A donation of \$157.57 in coins was made on 06/08/2017. There were a number of 'wheat' pennies which have a market value of \$.03 each. Carol Ann bought the pennies which brings the total value of the donation to \$159.23. Kim sent a letter of thanks to the donor.
- b. Strategic Plan – deferred to next meeting
 - i. **[ACTION]: All Board members** are requested to prioritize their 3-5 most important items for the next meeting.
- c. Proposed 2017-18 Budget:
 - i. The proposed budget was presented. Christine moved to accept the budget. Glenn seconded the motion. The motion passed unanimously.
- d. Friends' Funding Requests - deferred to next meeting
- e. Bookstore Report:
 - i. The A-Frame has been received. **[ACTION]: Kim** will go to Staples to get the poster for the A-Frame.
 - ii. The bookstore is low on pens. **[ACTION]: Carol Ann** offered to donate pens.
 - iii. Carol Ann proposed replacing the spinner with two low 'ikea' bookshelves. The bookshelves would be placed back-to-back; giving better shelf space for hardbound books, and more counter space for selected items. In addition, a

third matching shelf could replace the currently borrowed library truck which is under the window. **[ACTION]: Carol Ann** will bring in dimension and costs to the next meeting. **[ACTION]: Glenn** will find out the maximum height for a freestanding bookcase.

- iv. Lorenzo says that excess library carts are frequently available on the open market. If the Friends want, he will price them out and help us with the purchase; the cost to be paid by the Friends.
 - f. Online book sale contract: Corporate has to review all contracts. We are on hold with that. But we still have a memorandum of agreement with Lorenzo.
 - g. Membership Report – There are no new members.
5. OUTREACH / COMMUNICATION
- a. Corporate Friends: Kim included an e-mail from Corporate. No action is required.
 - b. Skyline/Paradise Hills Community Planning Group Meeting – deferred to next meeting
 - c. Greater Skyline Hills Community Planning Group Meeting – deferred to next meeting
6. ADMINISTRATION / OTHER BUSINESS – deferred to next meeting

The meeting was adjourned at 8:25 PM

Carol Ann Flanagan
Secretary
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NEXT MEETING: TUESDAY, JULY 18, 2017

6 PM Book Discussion: “Dreamers of the Day” by Mary Doria Russell

7 PM Business Meeting