

**FRIENDS OF SAN DIEGO PUBLIC LIBRARY,
SKYLINE HILLS CHAPTER
September 20, 2016 MINUTES**

BOOK DISCUSSION 6PM

October: no book discussion - just enjoy the new building!

November: "[Waiting for Snow in Havana](#)" by Carlos Eire ([OneBook San Diego!](#))

BUSINESS MEETING 7PM

Attending:

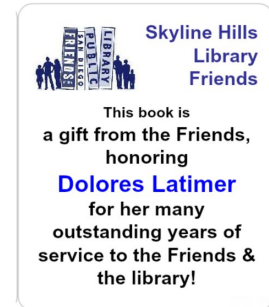
Friends: Adrian, Cathy, Christine, Dolores, John, Kim

Library: Elaine, Glenn

Guests: Andy, Khalada

1. **August Minutes:** Adrian motioned to approve the Aug. 16, 2016 minutes. Cathy seconded.
2. **Appoint new board member:** Kim motioned to appoint Carol Ann Flanagan as a temporary Board member, effective until the next election. Dolores seconded. Discussion included our being lucky to have Carol Ann aboard!
3. **Librarian's Report**
 - a. Glenn reported that two weeks ago staff and construction crew reviewed a "punch list" of remaining items to be completed on the new library. Glenn will have keys Friday (9/23) and staff will start working in the building Monday (9/26); and the construction trailer should be gone Friday (9/30). **[ACTION]: Glenn** will look into 1) placement of a new bike rack, 2) the Friends missing mail/bank statement. Over 80 totes of new & returned books await staff in the new library. **[ACTION]: Glenn** will confirm with Kim when Friends get into bookstore to load shelves. **[ACTION]: Glenn or Elaine** will send Kim the October programming calendar; Kim will attach it to these minutes.
4. **Grand Opening update**
 - a. **Grant Opening Committee:** John reported the Grand Opening committee met last week (9/16). The formal presentation/ribbon cutting will be outside and take no more than 20 minutes. There will be six speakers, including the Mayor, Library Director, Councilmember Cole, John representing the Friends, and two others. Kim asked when the program deadline was due, in case we want to acknowledge our new business members; **[ACTION]: Glenn** will confirm program availability and deadline. Grand Opening Day activities haven't been identified; food suggestions included Spanglish Eats food truck, Which Wich sandwiches, El Toro Mexican Grill. Elaine said the Bell Marching Band will perform, but will need to return to school. There will be more after school programs (2:30-4), including face painting and balloon art. John suggested we make Saturday "Friends Day," and we could provide special programming in the community room. Kim noted there should be a membership table set up in the community room both Friday and Saturday as there will not be room in the bookstore. **[ACTION]: Kim** will look into borrowing a temporary wifi "hot spot" so we can accept credit cards for membership payments.

- b. **Library naming:** John reported that the Paradise Hills/Skyline Hills Community Planning Group voted (9/13) to support naming the new library “The Skyline Hills Archie Buggs Library.” This is a suggestion to the city and not a binding vote. Friends’ discussion ranged from wanting to support the Buggs family to concerns about associating the library with a violent act. Guest Khalada addressed specific community concerns regarding the naming, and a desire to come up with other inspiration local people more conducive to naming a library building after. Christine motioned to keep Skyline Hills Library name as is. Adrian seconded the motion. Further discussion included advising the City that it would be more appropriate to rename the Southeastern Division Police Station after Sgt. Archie Buggs.



5. **Treasurer’s / Membership reports**

- a. **Thank you Dolores!** Kim made a motion to spend \$300 toward matching funds for the Skyline Hills Library to purchase \$600 worth of books. These books will contain special bookplates that say, “*This book is a gift from the Friends honoring Dolores Latimer for her many outstanding years of service to the Friends and the Library.*” Cathy seconded the motion. The Friends presented Dolores with flowers, and thanked her for her quarter century of dedicated service as a Friend and Treasurer!

- b. **Income / Expenses / Bank balance:** Kim shared the new spreadsheet which indicates monthly and year-to-date totals, along with the current bank balance. **[ACTION]:** Cathy will add all income and expenditures to this report, and Kim will include a copy with each month’s agenda, to take the place of the oral report in order to save meeting time.

- c. **New Members:** Kim reported that we already have more new members than we had last year, and we can expect a significant increase after the Grand Opening!

- d. **What membership level gets blue bags? - deferred to October meeting.**

<u>2016 INCOME/EXPENSE</u>	<u>JULY</u>	<u>AUGUST</u>
INCOME		
Memberships	290.00	175.00
Donations w/memberships	30.00	250.00
Donation box (cash)	12.00	12.00
Book sales	95.50	100.00
Bake sale		
Grants / awards		1,000.00
Other		
TOTAL MONTHLY INCOME:	427.50	1,537.00

NET (income less expenses)	377.50	1,537.00
Ending bank balance	2,738.82	4,275.82
Beginning bank balance	2,361.32	2,738.82
TOTAL TRANSACTIONS:	377.50	1,537.00
<i>(should equal NET above)</i>		

6. **Proposed Budget:** Kim reviewed the proposed budget; we have \$4200 in the bank, and can reasonably expect to earn an additional \$3400. The budget suggests spending about \$5000. Dolores requested clarification on the time period; it is a July 1, 2016-June 30, 2017 budget. John motioned to approve the budget and Dolores seconded.

7. Strategic Plan **deferred to October meeting.**

a. Bookstore update

Proposed hours: Kim shared the proposed hours for the opening week (55 hours a week, 7 hours a day) and after (12 hours a week; four shifts of three hours each). During Grand Opening week, it was suggested we open 30 minutes after the library and close one hour prior to the library. There would be a morning shift and afternoon shift, with one hour of doubling up in the middle of the day. After Oct 24, bookstore days and times were proposed based on Google's analytics of when the Skyline Hills Library was busiest. **[ACTION]:** Kim will contact everyone individually to fill in the hours needed for Grand Opening week, and will staff the bookstore for whatever is left over. She will also request people take a regular schedule for the 4 weekly shifts after Oct. 24.

DATE	LIBRARY HOURS	BOOKSTORE HOURS	VOLUNTEERS (minimum shifts below)
FRI OCT 14	GRAND OPENING 12-6	12-6	Kim: 12-6 ? 12-6
SAT OCT 15	9:30-6	10-5	? 10-2 ? 1-5
MON OCT 17	9:30-6	10-5	? 10-2 ? 1-5
TUE OCT 18	11:30-8	12-7	? 12-4 ? 3-7
WED OCT 19	11:30-8	12-7	? 12-4 ? 3-7
THUR OCT 20	9:30-6	10-5	? 10-2 ? 1-5
FRI OCT 21	9:30-6	10-5	? 10-2 ? 1-5
SAT OCT 22	9:30-6	10-5	? 10-2 ? 1-5

DATE (after 10/24)	LIBRARY HOURS	BOOKSTORE HOURS
MON <input type="checkbox"/>	9:30-6 (10-2 hi vol*)	10-1
TUE	11:30-8	
WED	11:30-8 (4-7 hi vol*)	3-6
THUR	9:30-6	
FRI	9:30-6 (11-2 hi vol*)	10-1
SAT	9:30-6 (11-2 hi vol*)	10-1

a. **Volunteers needed:** both guests Andy and Khalada indicated interest in volunteering for the bookstore as well. **[ACTION]:** Kim will add them to the email & volunteer contact lists.

b. **Bookstore Inventory:** Glenn mentioned the Friends can get into the bookstore after the staff are back in on Monday. Kim noted we have about 60 bags/boxes of books that need to go into the bookstore and get organized on its 72 shelves. **[ACTION]:** Kim will be contacting Friends for help in loading the bookstore starting next week.

8. Administration/Record keeping

1. **Volunteer time spreadsheet** - Kim shared a new spreadsheet indicating everyone's approximate time spent on Friends' activities since July 1, and requested all Friends share with her any additions or changes. The City assesses our time as a cash-value donation. This info is taken from the sign-in sheet at each meeting, and also from Kim's knowledge of meetings and events FSHL members attend. It gets reported to Corporate quarterly, and to the city annually.
2. **Spending / donations** - Kim noted that all donations to the Friends - including Friends' unreimbursed purchases - should be reported. Cathy submitted a receipt for stamps she purchased for the Friends.

The meeting was adjourned at 7:59pm.

-- Kim Laru, Secretary

NEXT MEETING:

[October 18, 2016, 7pm](#) *(no book discussion)*
[Skyline Hills Library](#)
[7900 Paradise Valley Road](#)