

## Minutes of General Meeting FRVPL Friday, April 1, 2016

### Attending:

Ed TePas  
Pat Sobrero  
Carol Borden  
Lew Chichester  
Gus Evans  
Larry Fugman  
Michael Mills  
Isabelle LeMieux  
Blaire Ladd  
Joe Gauder  
John Marshall  
Ivo Lopez  
Laura Hersh  
Jenn Prococci  
Billie Stephens  
Mary Jane Cummings  
Gabriel Ferrara

Meeting was called to order at 5:01 pm.

### Mural: Jenn

A mural is being planned for the west wall of the building, on the patio. The theme will be a riverscape and will be done with paint and tile accents. The budget is projected at \$2,000. It will be executed in July and August. A community paint day will be planned. A design will be presented to the Friends

### Budget: Lew:

#### FRIENDS OF THE ROUND VALLEY PUBLIC LIBRARY PROPOSED BUDGET 2016

#### INCOME-

DONATIONS	—	\$14,330
FUND RAISERS		\$ 9,377
GRANTS		0
MEMBERSHIP DUES		\$ 3,600
RENTS		
Coffee shop (includes utilities)		\$ 8,112
Community Room		\$ 2,288
Kitchen		\$ 3,921
KYBU		\$ 2,750
Library (Mendocino County)		\$21,600
MERCHANDISE		
Families book		\$ 939
Other stuff		\$ 675
<u>MISCELLANEOUS INCOME</u>		<u>\$ 364</u>
		\$67,956
Carryover from 2015 (budgeted, not spent)		\$ 3,000

<b>TOTAL</b>	<b>\$70,956</b>
<b>EXPENSES-</b>	
Misc administration (accounting, office, postage, printing, etc)	\$ 3,367
Fund raiser expenses	\$ 3,190
Librarian's discretionary fund	\$12,000
Library improvements, seed library, misc.	\$ 2,800
Cleaning supplies	\$ 2,540
Insurance	\$ 7,872
Janitorial services	\$ 1,650
Repairs and maintenance	\$ 4,305
Kitchen equipment	\$ 2,000
<b>UTILITIES</b>	
PG&E	\$ 8,053
Sewer	\$ 2,100
Propane	\$ 8,798
Other	\$ 865
Community room improvements	\$ 1,000
Bookkeeper	\$ 1,800
Landscaping Project	\$ 6,000
<u>Mural Project</u>	<u>\$ 2,000</u>
<b>TOTAL</b>	<b>\$70,340</b>
<b>CURRENT (March 2016) BANK BALANCE</b>	<b>\$56,000+/-</b>

After some discussion and clarification, this budget was approved by consensus.

**Radio:** Lew

The Mendocino Community Foundation awarded KYBU a \$3,000 grant for the purpose of acquiring the ability to stay on the air in the event of a power outage. The sheriff also awarded the station \$1,000 for this purpose. The fundraiser planned for May should cover the rest of the expense.

**Landscaping:** Izzy:

The committee has updated the plans to reflect some changes made to the central courtyard area between the patio and the radio station building. A large arbor or pergola will be built there that can accommodate vendor spaces. The driveway will come from Perry St behind the radio station building and go directly to the patio by the back door of the kitchen. Logs donated by Michael Gauder Sr. were placed around the perimeter of the grove. This will prevent cars from driving into the landscaped area.

**Library and seed library report:** Pat:

Josh is on family leave.

**Building manager's report:** Izzy:

Izzy read the following documents to the group:

**"Rental Manager Position**

- Check and update online calendar weekly :

- Update key log monthly, print and submit to librarian.
- Collect payment, cleaning deposit and signed use agreement for rentals.
- Bill for payment if necessary.
- Return cleaning deposits.
- Record and submit payment to friends: record amounts on rental payment log in rentals folder of file cabinet. Submit signed use agreements and deposits to rentals file as well.
- Write monthly rental report.
- Show rental areas, answer questions, solve problems ie. sound or video issues.
- Maintain and update an equipment inventory list. Oversee the use and return of all equipment rented.
- Oversee cleaning and trash removal. Hire professional cleaners when necessary, hold deposits when necessary.
- Update print and distribute rental use agreements and rental information documents.
- Contact building repair and maintenance professionals as required.
- Attend committee and general meetings as frequently as possible.

**“Mission statement:**

“The Friends of the Round Valley Public Library (FRVPL) is a nonprofit volunteer organization whose mission is:

“To maintain and improve the facility and services of our public library and to provide an expanded facility to give opportunities for the development and enhancement of our community and the lives of our residents.

“In addition to supporting the Library, it is the duty of the FRVPL to manage the Library Commons Building, including the Community Kitchen and Community Room.

The Community Kitchen is managed by the FRVPL it is a public shared space that provides a supportive and flexible environment for community members to hold classes, cook and prepare food for parties and events, operate small businesses and contribute funds to the maintenance of the library commons.

“The Community Room is managed by the FRVPL it is a public shared space that provides an environment for community members to hold meetings, events, classes and workshops, the funds raised through the use of the room contribute to the maintenance of the library commons.”

There will be forms posted in the kitchen for checking kitchen equipment in and out for off-site rental use and a kitchen use log. Users will use the logs to augment Izzy’s records for verification and information if Izzy isn’t available to do it herself.

Our current agreement with the Paperback Café (coffee shop/retail space) states a \$400/month rental charge with no additional charge for their agreed on number of hours in the kitchen. There is a work/trade agreement for additional use of the kitchen, where they are to provide ¾ of kitchen cleaning supplies, facilitate the use of the kitchen for other renters and deep clean once a month. This will expire April 25, 2016, renewable upon negotiation.

The rodents seem to be (finally) under control. Terminix will come back to deal with the problem without additional charge for one year from the initial contract.

Our water has not been cleared by the county health department for the use of the kitchen. Another water sample will be taken down to Ukiah next week for testing.

The hood over the stove was professionally cleaned. The kitchen was power washed and deep cleaned at the same time. The cost for this was \$675.

Gus requested the Community Room fee be waived for a Measure W program. This was approved by consensus.

**Library, seed library and sustainable film report:** Pat:  
Josh is on family leave.

It was a busy March for us! Game Day, on the first Saturday of March, attracted a total of 43 participants, our biggest game day yet. Our Storytime on Fridays has been well-attended this month. Library circulation was up 13% over last month and 41% over March last year. We also pulled over 1,800 books to loan to other branches over the course of the month.

This coming month, in addition to Fridays' Storytime, and Tabletop Gaming on the first Saturday of the month, we'll be starting our Adult Coloring Program. We'll be welcoming colorers between 11 and 12:30 on Saturday, April 2<sup>nd</sup>, then Gamers between 1 and 4. We hope you'll come and discover the calming benefits of coloring and or/the excitement of gaming on this first Saturday in April, here in the library.

On the second Friday of the month, we'll be showing a remarkable documentary, *The Cross of the Moment*. Of all the docs I've seen over the course of putting on the Sustainability Film Series, this is one of the best. We're even getting to show it before its "world premiere" in North Hollywood later this month! It shows Friday, April 8<sup>th</sup>, at 7:30, in the Community Room. The filmmaker donated a DVD *and* a BluRay for us to add to our collection after showing the film.

The Seed Library will be holding "Planting Parties" during Farmers Market the second and fourth Fridays of the month in April and May. We're encouraging people to start "extras" for a plant swap/giveaway we've scheduled for next month.

On Saturday, April 23<sup>rd</sup> at 2 pm, Sandy Wake will be teaching young and old alike to make Origami Butterflies. All ages are welcome; children under 9 will need the assistance of a parent or other adult.

This month we're inviting our patrons to participate in Mendocino County's Spring Reading Challenge. We have colorful "Bingo" card with challenges that patrons can complete and return.

Next month we're holding a contest of our own: Unique Firsts: Fantastic opening lines in literature. We're asking patrons to match the opening line with the book it appears in. Give it a try and enter to win! (No Internet help allowed, but patrons are welcome to search our stacks or work with a friend.)

Josh's Intern program has been a resounding success. The young people who have been a part of his Breakfast Club have done an incredible job, learned a great deal about the different things we do in the Library, and have been a great help. They are also gaining important experience for

future employment and some community experience for their college applications. It has been a wonderful experience all the way around.

**Officer nominations:** Michael:

The currently serving executive board were all nominated to serve again. Ed: president for life, Lew: vice president, Carol: secretary, Isabelle: member at large and Joe: treasurer. It was suggested that we add another member at large as Blaire would like to also serve on the board. Next month, the by-laws will be reviewed and amended if recommended and another board member could be added, or perhaps a range of number of members. Elections will be next month.

**Farmers market:** Izzy:

The farmers market group, a subgroup of the Friends and headed by Izzy and Blaire, is close to getting their own bank account. Then they will get insurance. There will be a meeting soon for spring organizing.

**Fundraising:** Larry:

The March fundraising event, Mostly Motown, was a great success. The gross take was \$3,500. Expense accounting has yet to be made. There are still beverages left over for future events.

The fundraising committee needs to regroup and meet to discuss new ideas.

Emily and Izzy went to a West Company seminar on fundraising. They learned a lot of useful stuff and it was suggested that all board members actively think about fundraising.

**Officers and directors liability insurance:** Carol:

There was a discussion of whether this is worth obtaining. Our insurance agent gave us an estimated cost of \$1,200 to \$1,800 per year, depending on our circumstances. This is rarely an issue, but if it becomes one, it could get quite expensive for individual board members who might find themselves in a position to legally defend themselves, due to an accusation of misconduct. Carol will look into this further.

**Coffee shop:** John:

The lease with the coffee shop is in the process renegotiation, as it expires April 25, 2016. John has volunteered to mediate between the Friends and the Shepherds. A proposal by the Friends for changes was submitted to the Shepherds. We feel that changes need to be made to better match the current use of the space than the lease that is currently in effect.

Meeting adjourned 6:10pm

**Next meeting: May 6, 2016**

Submitted by Carol Borden, secretary