

Minutes of General Meeting FRVPL Friday, May 6, 2016

Attending:

Ed TePas
Pat Sobrero
Carol Borden
Lew Chichester
Gus Evans
Isabelle LeMieux
Blair Ladd
Joe Gauder
John Marshall
Mary Jane Cummings
Michael Shepherd
Colleen Carter
Josh Bennett
Bill Cull
Xam Lara

Meeting was called to order at 5:00 pm.

Coffee shop: Michael Shepherd:

Michael read a letter aloud to the Friends that he composed on behalf of himself and Madeleine giving reasons for their absence from lease negotiations and expressing a willingness to resume them:

“An open letter to The Friends of the Round Valley Public Library

“Madeleine and I are sharing with you this open letter to explain our current lack of communication, and to initiate a return to contract negotiations with the Building Committee. We sincerely hope that we can continue serving our community by running the Paperback Cafe.

“Madeleine and I have not been in direct communication with the Building Committee for various reasons. We have been seeking professional counsel in what time we have available outside of the strictures of our daily operations. We also needed time to reflect on our efforts and how they are being received by our community and the Friends. However, our primary reason for being distant has stemmed from emotional and mental duress throughout our first year of business. Madeleine's emotional state has been frayed, and her belief in the sustainability of running a business at the Library Commons and renting from the Friends has wavered. After, much soul searching, and finding counsel we are ready and able to navigate our current situation with clarity and more positivity. Madeleine and I are committed to operating the Paperback Cafe at the Library Commons as we intended in our initial proposal.

“Operating the Paperback Cafe in the Library Commons is important to us for many reasons. Most importantly, we feel deeply connected to our patrons, who represent all aspects of Covelo. This connection gives us a sense of purpose and provides us with a greater feeling of being home in Round Valley. We feel that our patrons see us as an extension of the Friends. We take great pride in making the Cafe a welcoming, inclusive, clean space. We feel

that this is how we show true stewardship of the Round Valley Library Commons. We hope that the members of the FRVPL are aware of these positive changes.

In the spirit of positive change, we are asking for the Building Committee to renew their efforts in renegotiating our contract. We respectfully request for Lew, Joe, Carol, Izzy, and Blaire in this process. We understand that time is of the essence as our old lease has expired, so please let us know when you are available.

“Sincerely,

“Madeleine and Michael”

A meeting was set between representatives of the Paperback Café and the Friends for **Thursday, May 12 at 5 PM.**

Custodial issues:

The county is close to hiring a library janitor. Josiah Hanover was hired by the Friends to do those duties on a temporary basis. He is now available to be employed by the Friends to work in other parts of the Commons. Izzy and Genevieve will meet with him for an interview and to orient him to work as a groundskeeper for the newly fabulous park and do some other caretaking chores, such as cleaning around the building on a regular basis. This was approved by consensus.

Election of corporate officers:

The present board was elected to serve another year, with the addition of Blaire Ladd as a second member at large.

The board now consists of:

Ed TePas, President

Lew Chichester, Vice President

Joseph Gauder, Treasurer

Carol Borden, Secretary

Isabel LeMieux, Member at large

Blaire Ladd, Member at large.

The county library representative position is currently not filled. That member will be determined by the county at a later date.

Seed Library and sustainability film report:

The Seed Library had two short planting parties scheduled in April during Farmers Market; we provided soil, six-packs and seeds. About 25 people attended.

Now is the time to start summer crops! You can direct seed beans and corn and you can start tender crops like melons with protection, such as in a greenhouse or cold frame. We have two planting parties scheduled in May, next Friday the 13th and again on the 27th, starting at 3:00 in the Farmer’s Market. We’ll be featuring warm weather fruits/veggies: melons, watermelons, squash, and cucumbers, plus herbs. These are all items that can be started during this part of the season and planted out safely after Memorial Day, when all danger of frost is over.

On Saturday, May 21st, we’ll be out on the patio from 10 to noon, hosting a Plant Swap/Giveaway. Between 10 and 10:30 we invite people to trade, give away, or come and get

plant starts for their garden. Starting at 10:30 we invite vendors to sell their plant starts. We invite everyone in the community to participate!

Thirteen people came to our showing of April's film, *The Cross of the Moment*. We've sent both the DVD and Blu-Ray copies off to the Sonoma County librarian in charge of original processing and look forward to adding them to our collection. The film just had its initial release to good reviews at the North Hollywood Film Festival.

This month's film, *Seeds of Time*, will show at 7:30 on Friday the 13th, here in the Community Room. *Seeds of Time* follows agriculture pioneer Cary Fowler's global journey to protect the future of our food. Follow Fowler, farmers around the world, and seed savers as they embark on passionate and personal journeys that may save the one resource we cannot live without: our seeds.

The Sustainability Film Series be on hiatus during the summer months. We've already begun screening new documentaries and should have a good selection of films for our community when the film series returns in the fall.

Bylaws review and revisal: Carol:

Our bylaws are out of date for our current practices. A committee was formed and will meet **Tuesday, May 10 at 5pm at John Marshall's house** to develop a recommendation to amend them. John, Izzy, Carol and Mary Jane offered to serve.

Radio: Lew

The annual member drive family friendly carnival has been moved from the fall to the spring and will take place **Saturday, May 14**. There will be two out of town bands. Hot dogs, ice cream, beer and wine will be sold, as well as some new KYBU long sleeve T-shirts and zip up hoodies. The usual county celebrities were not available for the pie-in-the-face raffle, but new faces have volunteered, to be announced. KYBU has membership parties instead of pledge drives. Anyone can attend, but buying memberships is encouraged and members get special perks. The station group believes that pledge drives are a drag and parties are fun and raise a sufficient amount of money for the running of the station.

There is approximately \$10,000 in the KYBU bank account.

Last month, there were four live public affairs broadcast with call-in. Participants were Tom Reed, advocate for creation of the 51st state; Tom Woodhouse, Mendocino County Third District Supervisor; Norman Devall and Robin Sunbeam, speaking in favor of June ballot measure W; and Bruce Hilbach-Barger, who discussed cannabis cultivation and the environment.

Landscaping: Joe:

There have been several work party days. Volunteers have built planters out of logs around the perimeter of the park. Timed irrigation is in place, but still needs some work. A metal worker has volunteered to construct barriers around newly planted trees.

Thank you **Wylatti Resources** for volunteering to donate rock and rock work for parking, the driveway to the kitchen and drainage.

Thank you **Cold Creek Compost** for donating a whole bunch of compost.

Thank you **M&M Feed and True Value Hardware** for donating really a lot of plants and other supplies.

Thank you **Robbie Wyre** for your 10 or so hours of back hoe work.

Thank you **all the other volunteers** who have been working hard to make the park fabulous.

And, of course, thank you **Genevieve** for getting' her done, designing, organizing and overseeing the works.

Library report: Josh:

BRANCH REPORT FOR APRIL, 2016. FRVPL MEETING

By Josh Bennett

Parental leave. I was out for most of the month on parental leave. Thank you to Library staff members Pat, Dee, and Shakti for working extra hours to cover for me. Despite being down one staff, it was business as usual at the Library. In addition to keeping the doors open and the books on the shelves at our branch, our wonderful staff coordinated weekly storytimes, class visits, volunteer and intern shifts, and a few special events (See below).

Game day and Adult coloring on April 2nd. Despite the beautiful weather, we had 13 people show up for adult coloring and 4 for games. Many of the colorers stayed for a good part of the afternoon and everyone enjoyed themselves.

The Seed Library hosted two **Planting parties** in April.

Sandy Wake taught library patrons how to make **origami butterflies** on April 23rd. This event had a great turnout of 29 people of all ages.

Safety meeting. A small group showed up on April 25th for a short tour around the building with Lew to identify important emergency shut offs. We saw how to turn of the water in the janitor's closet, and how to turn off gas at the propane tank (inside the trash enclosure).

That same afternoon, library staff learned basic CPR and learned how to use the AED defibrillator.

Poetry Reading: Our Poetry reading on April 29th was well attended. Some very good original poems were read, along with poems by Ada Limon, Martin Espada, Mary Norbert Korte, Gary Snyder, Wendell Berry, Emily Dickenson, Shel Silverstein, Robert Service, and Oakland Hip Hop group the Coup. A few poems by lesser known poets celebrated working people and the upcoming May Day Holiday.

Janitorial contract. The janitorial contract for our branch was finalized by the county late in April. Bobbi McCombs now cleans the library on Wednesday and Friday evenings starting at 5:15 and on Mondays during the day.

Before Bobbi's Start date in Late April, we had temporary janitor support from Josiah Hanover, who worked 3 hours a week in the afternoons during library open hours. FRVPL provided the funds to pay Josiah for about 5 weeks. He worked 3 hours a week.

Donation in the drop box. Large cash donations for the Library, fire station, and radio station were dropped into the bookdrop on April 28th. I think this shows a remarkable amount of trust for the County Library System and the Friends of the Round Valley Public Library. We are very thankful for the support. Thank you, Snidley Slithersnade!

Upcoming:

“Unique Firsts” contest and raffle. Match the first line with the correct novel and win a \$25.00 gift certificate to The Book Juggler bookstore in Willits.

Free Comic Book Day will happen at our branch on Saturday May 7th. We have comics to distribute to kids, teens, and adults, to showcase the genre and encourage reading in the community.

Adult coloring will happen on May 7th at 11:00 am. RVPL supplies all the materials. Under 9 must be accompanied by an adult.

Tabletop games will be offered in the commons room on May 7th from 1:00 to 4:00.

Sustainability film series has its final filming of the season, Seeds of Time, 7:30 pm Friday May 13th.

Planting Party May 13th and 27th at 3:00 pm at the farmer’s market.

Library Advisory Board will meet in Covelo on Wednesday May 18th at 1:00 pm. This meeting is open to the public. Can we schedule a volunteer clean up for the Sunday before, or hire a professional cleaner?

Monthly Music Documentaries will start up again in May. The Big Beat, Fats Domino and the Birth of Rock and Roll will screen on Friday May 20th at 3:00 and 4:00 pm.

Starts Swap May 21st. 10-Noon on the patio.

Kitchen and Building: Isabelle and Lew:

Kitchen rentals are still slow. There was only one paying patron in April, who is a regular renter and uses the kitchen once a week. Roy might start up the barbecue soon. His usual area between KYBU and the patio now has some of the new landscape in it. Izzy will work with him to find a suitable space.

There was a nice reception party for the annual Women’s Art Show, however some necessary things for the Commons didn’t get done, such as janitorial tasks. As the art committee, who put on the show, is part of the Friends, there needs to be better communication of what is necessary to put on an event. The art committee could have a modest budget for these events to buy refreshments and pay a cleanup person.

The glass double door between the patio and the lobby was broken a week ago Thursday. There was no entry into the building. It was fixed on Monday. We have security cameras on the patio, but the footage couldn’t be accessed because the software expired. Pat and Gus donated a monitor so the camera input can be watched from the library when it is open.

This brought up questions about security. The building is an “attractive nuisance” because it is a nice place to hang out at night. We will have signs put up with hours posted that state that the area closes at 10pm so law enforcement can ask people to leave after hours. The library internet shuts down at 10pm, but Willits Online has an open Wi-Fi that operates 24 hours. There was a

discussion of whether it was better to keep the patio lights on all night, making it easier to patrol the area, should there be anyone around to patrol it, or turn them off so as not to attract hangers out. It was generally considered better to leave them on.

Old business (coffee shop lease negotiations): John:

John has offered to be a neutral party in the negotiations to help both sides meet on level ground. He presented a detailed analysis of what the rental space was likely worth in comparison to other spaces in Covelo. Even cutting this amount in half, it still exceeds the current rent of \$400/month. He also further analyzed the situation, noting that the Friends were volunteers and had a responsibility to their members and donors whereas the Paperback Café is a private business and has a responsibility to make a profit. He noted that the Friends and the community appreciated the café, but there needed to be clear business agreements that were respected by both parties and were in line with the mission statement for the library commons and the community kitchen, to wit:

“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.”

The current Café usage of the kitchen far exceeds the originally agreed upon hours and is now costing the Friends more than is being brought in for rent, which amounts to a subsidy. The lease negotiations need to take into consideration fair compensation for hours and resources (such as propane and electricity) used and how to monitor that use. The Friends have the option of getting a new tenant for the space, but they would rather work with the current tenant to come to an agreement so the Paperback Café can continue to operate their business there.

It was noted that the tenants initiated the renegotiation process in a timely manner, but then terminated the process by declining to meet with the Friends or give a counter proposal until tonight, after the current agreement had expired.

This is John’s presentation:

Questions Regarding the Renewal of the Paperback Café Lease

To begin with let’s look at the participants:

The Friends Building Committee is charged with overseeing the activities of the Commons and making sure that the laws governing non-profits and the Friend’s own by-laws and mission statement are adhered to. It is an open committee--any member of the Friends is

welcome to participate – with decisions made by consensus. Everyone on this committee is a volunteer and has no personal gain resulting from their position on the committee.

The Paperback Café is a private endeavor in business to make a profit. None of the work relative to the contract is volunteer work or a donation to the Friends.

Following straight-forward business standards I've come up with the following value for the space based on two hours of kitchen use. The average of \$1/square foot is based upon in-town rent paid at various Davis Center shops, Western Auto (old gas station as well as garage space), and Uptown Mercantile.

Rental package value:

Physical space \$1/sq' : \$200 (retail space single use) + \$270 (Lobby shared use \$540/2) + \$95 (bathroom shared use \$192/2) = \$565

Kitchen use \$15/hr:

Sixty hours per week (as per original contract) = \$900

TOTAL PACKAGE VALUE at two hours kitchen use per day: \$1465/month

120 hours per month \$2365/month

No value for cleaning has been factored in since it goes without saying that any business is responsible for cleaning up after itself.

By any business model, the above is a reasonable value for the space. However, we want to keep good, hassle-free tenants in the space and any landlord knows that keeping the rent low gives them more candidates to choose from. The Paperback Café presents an interesting variety of fine-quality food and a friendly atmosphere – making all valley residents feel welcomed and at home. So with this in mind let's take an alternate look at the value.

By eliminating the shared value of the lobby and the bathrooms, dropping the square foot rate to 50¢, and dropping the value of kitchen use to half what it would cost anyone else, we come up with the following:

Reduced rental package value:

Physical space ~~\$1/sq'~~ 50¢/sq' : ~~\$200~~ \$100 (retail space single use) + ~~\$270 (Community Lobby shared use)~~ + ~~\$95 (bathroom shared use)~~ = ~~\$565~~ **\$100** (shared responsibility in keeping the Community Lobby, public restrooms, and patio area clean)

Kitchen use ~~\$15/hr~~ \$7.50/hr:

sixty hours per month = ~~\$900~~ **\$450**

TOTAL PACKAGE VALUE: ~~\$1465~~ \$716

*The rent is currently \$400/month (plus utilities for the coffee shop) which means that the Friends are underwriting The Paperback Café \$316/month. For one hundred twenty hours per month, that subsidy turns into \$766. For six hours average per day it is \$1216. And for eight hours the underwriting jumps to \$1660. **These calculations are at the reduced fee of \$7.50/hour.** To run the kitchen, the propane alone runs on average \$10/day.*

Below is a sample time sheet for current kitchen use.

PAPERBACK CAFÉ TENTATIVE KITCHEN USAGE SCHEDULE							
DAY	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
HOURS OF OPERATION	7-4p	7-4p	7-4p	7-4p	7-5p	8-2p	
KITCHEN	6a-7a prep	7-8a prep	CLOSED				
	7a-11a breakfast	8a-2p brunch					
	11-12p lunch prep	11-12p lunch prep	11-12p lunch prep	11-12p lunch prep	1-2p bake cookies	2-3:30p clean up	
	12-3p lunch	12-3p lunch	12-3p lunch	12-3p lunch	5-6:15p clean up		
	4-5:30p clean up	4-5:30p clean up	4-5:30p clean up	4-5:30p clean up			
	8h	8h	8h	8h	4h	6h	
<p>NOTE: Breakfast service is mostly warming breakfast sandwiches so, the kitchen use is minimal. Most of the kitchen use is during lunch prep, which is usually an hour and sometimes spills into service depending upon what we are offering. We organize and consolidate our space all throughout the day and feel confident that we are able to share the kitchen with other users.</p>							

What are the Responsibilities of the Friends?

As a non-profit we are accountable to our donors and obliged to use all donations in a manner in keeping with the good of the whole community.

What is the mission statement for the Community Kitchen?

The Community Kitchen is managed by the FRVPL. It is a publicly 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.

What does it mean to have six to eight hours of the Community Kitchen committed on a daily basis?

The Community Kitchen was developed to provide a congenial working space for the Round Valley Community to have access to a commercial kitchen to help develop diversity and financial independence in the valley. Excessive use by any one entity (without proper compensation) is not fair to other parties. The current amount of time used by the coffee shop as indicated by the diagram above (168hrs), means an actual financial loss to the FRVPL.

What harm could there be in underwriting such a great business?

It is wonderful that the Friends have been so supportive of the coffee shop. However, when any one business is subsidized, it places a burden on all the other similar businesses in town. If you rent the kitchen to make blackberry jam to sell at the Farmers Market, then that cost has to be factored in as part of your overhead. Subsidizing the Paperback Café, or any business, means that they don't have that overhead as a cost and either pocket the difference through greater profit, or reduce their prices, undercutting you, and therefore requiring you to do business at a disadvantage. This is not part of the mission of the Friends.

Review

On March 17, M/M walked away from the table, stating that they would be contacting their lawyer. A week later Ed asked me to try to help sort things out. I contacted first Izzy and Blaire, and then the rest of the Building Committee members with a proposal to help. The group seemed to be OK with this so I contacted M/M and they agreed to the same. The

committee supplied me with the information I requested. M/M have supplied me with no information to date. The lease expired on April 25th, 2016.

Next Step?

Since the lease expired, The PaperBack Café is in limbo, by default in a month-to-month rental agreement.

- They may be left as month-to-month tenants without much further action by the Friends.
- If M/M are willing to return to the table to work out a fair agreement, the Friends may agree to sign a new lease.
- The Friends may decide to terminate the relationship.

If The PaperBack Café remains open at the Commons, as month-to-month or a yearly lease, certain issues need to be addressed. The primary one is their established pattern of excessive use of the kitchen without proper compensation. If some sort of outside monitoring or policing is established, who is to be in charge, and how is it to be enforced? The pattern to date has been for the Friends to forgive past transgressions and start each new round with a clean slate.

A new tenant may be sought.

- The Building Committee may go through another round of public notices to solicit applicants.
- The decision may be turned over to the board to decide, perhaps drawing from applicants from the last go around.

Another use may be found for the rental space that does not involve direct food preparation, such as a book store or other library/education/public-service oriented business.

In Conclusion

Volunteers are only going to be willing to be subjected to a limited amount of drama and stress. Most people volunteer to feel that they are making a real contribution to our community and having a little fun at the same time. Whatever course of action is taken, it is imperative that the decisions be easy to implement, require minimum of policing and follow up.

Fundraising: Carol for Larry:

1. Summary of Fundraising – Donations/Memberships + Fundraising Events

2103 – \$33,786 (includes one donation of \$10,000)

2014 – \$19,373

2015 – \$24,444 (includes one donation of \$5000)

2016 – \$4315 to date

2. Fundraising Committee Meeting – Thursday, March 19 @ 5:00 PM in Community Room. Bring your friends and your ideas for creative fundraising activities.

\$250 was approved to spend on 500 washable, reusable plastic beer glasses to use at events.

There would be a deposit given that was refundable if the glasses were returned, or the patron could keep the glass.

Taxes: Joe:

Our taxes are due to be filed on May 15. It was agreed to use Nancy Rice, the same accountant as last year, and request that she file an extension. The Friends do not owe taxes, but must file as a non-profit organization.

Meeting adjourned 6:33pm

Next meeting: June 3, 2016

Submitted by Carol Borden, secretary