



**Friends of the Modesto Library
Board of Directors Meeting
7 December 2022
Denise Nordell's House**

Meeting called to order at 4:05 p.m. by President Denise Nordell.

Officers and Directors and guests present: Anne Britton, Cande Brody, Ellen Dambrosio, Marilyn Drew, Maree Hawkins, María Hernández, Judy Herrero, Denise Nordell, Pam Pallios, Cathie Peck, Judy Pierce, Julie Saugstad, Beverly Schlegel, and Isa Wiechmann; and Chris Moreno, Modesto Library Manager; and Hilari DeShane, Opera Modesto.

MINUTES of the previous meeting were reviewed.

ACTION TAKEN: The minutes of the 7 September 2022 FOML meeting were approved on a motion by Judy Pierce, seconded by Julie.

PRESIDENT'S REPORT: Denise Nordell

Noting that most board members have a special program or event that they manage, she said "We are a truly working board, and it's definitely a labor of love."

Board members' various initiatives over the last year were lauded and included:

- successful Used Book and Scholastic Book sales,
- speaking at service clubs and to individuals on FOML's behalf,
- continuing website improvements,
- revamping of policies and procedures, and goals,
- membership recruitment, retention, and – especially – involvement.

Denise presented drafts of a revised mission statement and new vision statement for FOML. After discussion, it was agreed that board members would have the opportunity to give additional input. Suggested changes were made and resulted in the following.

Mission Statement

Friends of the Modesto Library promotes community goodwill and support for the Modesto Library; stimulates public awareness of the library and its needs; encourages gifts of money and time that are used to provide materials and services to the library; and seeks sources of cultural and educational programs for the library.

Vision Statement

Friends of the Modesto Library is a thriving organization that will continually grow our membership and increase our support of the Modesto Library through volunteerism, community activities and donations.

TREASURER’S REPORT SUMMARY: Denise for Jonaca Driscoll

Quarterly Report: September 1 – November 30, 2022

Expenses:	\$ 7,250.53
Income:	\$ 8,681.84
FOML Checking Account:	\$ 47,661.93
FOML Savings Account:	\$ <u>1,648.90</u>
TOTAL ASSETS:	\$ 49,310.83

No outstanding bills were presented for approval.

ACTION TAKEN: On a motion from Maree seconded by Pam the report was accepted by a unanimous voice vote.

MEMBERSHIP REPORT: Ellen Dambrosio

Membership level is on par with last year with 175 paid for 2022.

Ellen encouraged “nudges” to Friends who have not yet renewed and recommended gift membership this holiday season.

LIBRARIAN’S REPORT: Chris Moreno

Facilities Updates

- Improvements budgeted in this fiscal year include HVAC, security cameras and lighting.

Staff/Library Updates

- Library will be closed December 24, 26, January 2, January 16, February 20
- Facility projects like painting the exterior of the building, landscape, exterior cameras, and lights are all in the works to be started this coming year. Several competing priorities have affected our timelines to start these projects.
- Staffing:
 - Allyssa Sepulveda, Modesto Reference Librarian, will be in charge of Makerspace programming moving forward. Inventorying and organizing Makerspace equipment has started. Plans are to start hosting programs as soon as February/March. She will be reaching out to FOML for partnerships, volunteers, calling for any experts in sewing, knitting, etc.
 - Ceres Library: Rebecca Brown (WAT); Patterson Library: Susan Sawyer (CER); Patterson Library: Susan Sawyer (CER)
 - Currently training 10 PT subs

Programming

- PoeCon 2022
 - The library hosted two programs (Pizza and Poe trivia night and Edgar Allan Poe Escape room). These programs are in partnership with Opera Modesto’s PoeCon 2022. They were well received and generated a lot enthusiasm that we were not expecting.

- 1/6/23 6pm: The Library Is hosting a special after-hours event “Who Killed Edgar Allan Poe?” Will feature a true crime discussion panel, guest speaker and other fun games.
- 12/12/22 3:30-4:30pm: Read to a Dog program is back!
 - Independent readers up to age 12 are invited to practice their reading skills with the special Read to a Dog program.
 - Next one will be in April during Storytime break.
 - **Volunteers are needed.**
- 12/16/22 6:30PM: Harry Potter Hogwarts AFTER HOURS EVENT
 - crafts and activities at this Harry Potter-themed event for kids & families. Master Gardeners of Stanislaus County will be special guest professors! Volunteer opportunities available for FOML.
- Tuesday 1/3/23: Storytime returns from break. Every Tuesday and bilingual every other Wednesday.
- Wednesday 1/25/23 10:30am: Stay & Play Program
 - program will feature a Story Time, free play, and an opportunity to learn together! We will feature periodic guest speakers. This program is designed for FNF (Friends, Neighbors, and Family) caregivers and the children in their care ages 0-6.
- FOML Sponsored STEAM Kit Giveaways: Have been giving away kits twice each month. [200 kits/month]

FUNDRAISING COMMITTEE: María Hernández

- A twelve-month plan of outreach with quarterly fundraisers is in development. January focus is on business membership and sponsorship recruitment. **María requested each board member to send her at least three business contacts for follow-up by committee members.**
- A sales kiosk for inside the library may get some design help from a local carpenter.

LIBRARY ADVISORY BOARD: Beverly Schlegel

Advisory board is appointed by the County Board of Supervisors and meets monthly. Former FOML President, Stella Beratlis, is the new president of this board. The most recent meeting included discussion of upcoming major library website updates.

FINANCE

Budget Requests - current

- **Current year quarterly distribution** of \$3,200 includes Día, Adult and Children’s programming, and Juvenile Justice Center book club expenses.

ACTION TAKEN: After discussion, a motion offered by Ellen with a second from Cathie was approved to distribute to the library the quarterly installment of \$3,200 as part of the previously approved FOML budget 2022/2023.

- **Imagination Library Request** – Chris Moreno presented a supplemental 2022/2023 request for \$2,000 to match a Modesto Rotary Club donation to Imagination Library of Stanislaus County. This funds the implementation of the library’s collaborative enrollment of children (ages birth to their fifth birthday) who will receive a new book mailed to them for their home libraries through the program. After discussion of the timing of the new CA State Library program funding (50% match to local funding) which takes effect in June, it was suggested that in response to the request only \$1,000 be donated now and another \$1,000 be included in the 2023/2024 budget request from the library to FOML.

ACTION TAKEN: On a motion proposed by Anne seconded by Denise a donation of \$1,000 to Imagination of Stanislaus County was approved for immediate disbursement, with the expectation that another \$1,000 request will be revisited in June at the adoption of the 2023/2024 FOML budget.

Budget Items Request to FOML for 2023/2024

- Proposed Modesto Library items totaling \$14,100 for 2023/2024 budget year was presented to the board for review and discussion, then adoption at the June meeting. [See addendum.]

NOMINATING COMMITTEE

Isa, María and Denise, will search for a slate of officers and directors to present at the March annual membership meeting.

NEW EVENT/VOLUNTEER SCHEDULING PROCEDURES

Isa is taking on the role of volunteer/event manager. A new submission form to request event volunteers is being implemented. Marilyn will continue to recruit volunteers for those events. Examples of events where volunteers will be needed are:

- Dec. 16 Hogwarts Winter Break
- Jan. 14/15 PoeCon
- Feb. 13 Makerspace program
- Stay and Play/Story Time [help with Imagination Library enrollments]

DOCUMENT RETENTION POLICY: Maree Hawkins

A proposed retention schedule was distributed as a first step in establishing appropriate continuity for FOML documents. [See addendums.]

ACTION TAKEN: After discussion the proposed policy and schedule of retention was approved on a motion presented by Judy Pierce seconded by Isa.

EVENTS/ACTIVITIES

Reports

- **National FOL Week:** Denise reported on the successful October interactions.
- **Halloween Story Time:** Cande Brody organized another happy event with 40 people joining the costumed trick or treat parade.
- **Used Book Sale:** Denise echoed the board's congratulations on the recent sale and the clearing of the warehouse to begin anew. She outlined the new roles and responsibilities for a May 2023 sale. An Event Lead will coordinate the work of four teams, each with its own lead: Collection, Event/Day of logistics, PR, and Volunteers.
- **Scholastic Book Fairs:** Anne presented a report on the successful in-house November 2022 Book Fair. [Detailed report available on request.]
 - \$2,416.15 credit with Scholastic added.
 - \$989.02 worth of books donated to local youth agencies.
 - Volunteers worked about 80 hours toward the success.
 - \$989.02 was donated/matched nationally by Scholastic through *Kids in Need Foundation*
 - Current credit with Scholastic is estimated at about \$4,790.
 - Board consensus was for Anne to proceed with planning a May 2023 Scholastic Book Fair. Unknown at this time whether or not it will be a BOGO.

Scheduled Events

- **Barnes & Noble Book Fair** is set for December 10 & 11 with online extension. The consensus was to take cash this year rather than gift cards.
- **Hogwarts Winter Break** on December 16 will need 4-5 helpers for the after-hours event.
- **PoeCon:** Hilari DeShane from Opera Modesto outlined the Story into Song events in January and requested volunteers for events at Modesto Library and State Theatre.

CALENDAR REVIEW

- | | |
|--------------------------------------|--|
| • 1 Mar – Annual Membership Meeting | • 6 May – Used Book Sale |
| • 23-29 Apr -- National Library Week | • May – Probable Scholastic Sale |
| | • 2024 – FOML 50 th Anniversary |

NEXT MEETING

1 March 2023 – Annual General Membership and Board of Directors meetings. Time TBA

ADJOURN: The meeting was adjourned at 5:45 p.m.

Respectfully submitted 1 March 2023,

Anne Britton, Secretary

**FRIENDS OF THE MODESTO LIBRARY
DOCUMENT RETENTION POLICY**

The Friends of the Modesto Library shall establish and adhere to a document retention schedule to ensure adherence to federal and state laws, continuity within the organization, and historic documentation.

This policy sets forth guidelines and facilitates directors' fulfillment of the duty of care; establishes transparency; and ensures compliance with relevant state requirements and best practices for non-profit organizations.

Permanent files will be located in FOML's file cabinet in the Modesto Library basement, although directors such as president, secretary, treasurer and membership, may keep current working files at home. Those files should be clearly identified as FOML files.

Board members overseeing files shall bear the responsibility of ensuring that the files are updated annually and purged as required by the retention schedule.

Paper files being purged should be shredded if they contain sensitive information (such as account numbers, addresses).

Computer files may be maintained by individual board members who shall notify the president of the location of mission-critical files and how they can be accessed in the event of an emergency.

The retention schedule shall be reviewed annually by the board president and secretary to ensure compliance according to the schedule. After review of the files, the board secretary shall save a digital copy of the complete file on a USB drive which should be placed in an envelope and identified with content information.

The board secretary shall maintain a separate record, both electronic and hard copy, containing user names and passwords for websites and secure files.

Date approved: 1 December 2022

FRIENDS OF THE MODESTO LIBRARY DOCUMENT RETENTION SCHEDULE (draft)		
DOCUMENT	REQUIRED RETENTION	RESPONSIBLE BOARD MEMBER
Articles of Incorporation	permanently	Secretary
Bylaws including updates and revisions	permanently	Secretary
Other incorporation documents	permanently	Secretary
IRS Determination letter	permanently	Secretary
Year-end financial statements/copy of general ledger	permanently	Treasurer
Insurance records: policies, claims	permanently	Treasurer
Historical information	permanently	Secretary
Minutes (board & annual meeting)	permanently	Secretary
Bank statements/reconciliations	10 years	Treasurer
Accounts payable ledgers, bills	10 years	Treasurer
Cancelled checks for items not "permanently"	10 years	Treasurer
Donation records	10 years	Treasurer
Duplicate deposit slips	10 years	Treasurer
Correspondence-general	4 years	Secretary
Internal reports-miscellaneous	3 years	

Modesto Library Funding Request to FOML, 2023-2024 – DRAFT

		Quarterly Meeting Date Funds Requested				
Items Requested	Total Requested	9/6/2023	12/6/2023	3/6/2024	6/5/2024	Strategic Priorities
Circulation Display Supplies (Poster Board, Paper, Velcro, Paint, Dye Cutter materials, etc)	\$700	\$700				3.a
Juvenile Justice Center book club (YSO, Annie Snell)	\$800		\$800			3.b, 5.a
Modesto Dia Event (April 2024)	\$1,200		\$1,200			3.a, 3.b, 4.c, 5.a
Staff Professional Development trainings	\$1,600			\$1,600		2.d
Family After Hours Winter Program [Formerly Harry Potter event] (December 2023)	\$800	\$800				4.a, 4.c
Adult Programming (\$300/Quarter)	\$1,200	\$300	\$300	\$300	\$300	3.b , 4.a, 4.c
Childrens Programming/Crafts (\$800/Quarter)	\$3,200	\$800	\$800	\$800	\$800	3.b, 4.a, 4.b, 4.c
Books for County Fair (Susan Lilly)	\$400				\$400	3.b, 4.a, 5.a
Makerspace Programming and supplies (\$500/Quarter)	\$2,000	\$500	\$500	\$500	\$500	4.a, 4.c
Folding Tables (6)	\$400			\$400		2.a
Button Maker Kits - Makerspace	\$1,200	\$1,200				4.a, 4.c
Meta Quest 2 Oculus Virtual Reality Headset - Makerspace	\$600	\$600				4.a, 5.a
Totals	\$14,100	\$4,900	\$3,600	\$3,600	\$2,000	12/2022