

Friends of the Santa Cruz Public Libraries
Board of Directors Meeting
Tuesday, September 21, 2021
5:00 p.m. Virtual Meeting
Conducted via Conference Call

Board Members: Janis O'Driscoll, Nora Brink, Keith Gudger, Martín Gómez, Cindy Jackson, Michele Mosher, Pete Cullen, Laura Albrecht, Robin Holland, Gail Levine, Debby Peronto, Marc Winqvist, Lynn Marcus-Wyner.

Staff: Rebekah Scott.

Guests: Eric Howard (until 6:01 PM), Jesse Silva (as of 6:13 PM), Sarah Sanchez.

1. Call to Order – President O'Driscoll called the meeting to order at 5:00 PM.

2. Roll Call & Establish a Quorum Roll was completed, and quorum established for a Board of Director's Meeting as of 5:04 PM.

3. Report of Secretary – Nora Brink, Secretary

a. **Motion** - Adopt the Agenda – M/S Levine/Marcus-Wyner to adopt the agenda as presented. Janis added an item to the Presidents Report to review the proposal from LookOut Santa Cruz. Motion to adopt the agenda amended passed unanimously.

b. **Motion** - Approve the Minutes from the August 17, 2021 Board Meeting. M/S Gomez/Cullen to approve the minutes as presented. Motion passed unanimously.

1. Affirm that these are appropriate to be posted on our website. A discussion was held about the extent of what will be included into the minutes. M/S Gomez/Holland to have Policies and Procedures Committee review what will be included in the published minutes and make a recommendation to the Board. Motion was approved unanimously.

4. Library Director's Report – Eric Howard

Eric reported that they had a terrific month. City Council approved the contract with Jayson Architecture for the downtown library. The library has had a great working relationship with the firm, and they are looking forward to this project.

The Library will need assistance with the strategic plan and will ask for help from the Friends and would like to bring them into any upcoming meeting(s) in November. SCPL will be back at the LAC and the JPB meetings in November and December.

Eric answered a few questions around e-Book demands from the Board as this has been one of the main questions from the general public during Advocacy outreach.

5. President's Report – Janis O'Driscoll

A. Board Participation

Janis asked the Board to please participate in the strategic plan, so the Friends have a voice. She also reminded all Board members to sign up for as many tabling events as possible as it is a great option to engage with the community.

The Board can also record individual videos about one's Library Story, which can be used for the website and social media as part of the community outreach.

B. Affinity Groups (with Martín Gómez)

Martín reported from his past experience about engaging with Affinity Groups, who then in turn reach out to their communities. This will help to encourage more people (and a broader audience) to donate to the Capital Campaign. Martín will for example reach out to the Unions. The Board should evaluate other organizations that would be appropriate. Martín will have a handout for the Board Members to review.

C. New Diversity/Equity/Inclusion Committee

Janis brought up the formation of the new Board Committee as discussed during the last meeting. Robin, Lynn and Rebekah are interested in participating and Lynn already drafted a mission statement. Lynn spoke to the Board about what she envisions and which directions this could take. A discussion was held. Martín volunteered to “put some flesh on the bones” and work out a concept to be presented at the October Board meeting. M/S Marcus-Wyner/Levine to form an Ad-hoc task group to prepare proposal to be presented to the Board. Motion approved unanimously.

D. Board Orientation

Janis stressed again that the Board Orientation will have a comeback and she, Martín and Bruce are working on a new orientation that all Board members are welcome to attend.

E. Chapter check-ins

Michelle from the Felton Chapter reported that some updates to their website took place and they had worked on it for a few months. The website is now on a different platform so the Chapter has the option to make changes easily.

F. Lookout Santa Cruz Proposal

LookOut Santa Cruz brought forward a proposal to advertise with them for the next three months. Janis proposed a special meeting to review or the Executive Committee to review and make a recommendation to the Board.

Proposal will be send out, a special board meeting will be called, decision will be made, members who cannot attend can send their comments in.

6. Recommendation of Jill Mitsch and Sarah Clark for Board Membership - Janis O'Driscoll/Martín Gómez

Motion: Nominate Jill Mitsch to the FSCPL Board of Directors, effective 9/21/21 until 7/1/22. M/S Gudger/Marcus-Wyner moved to approve Jill's election to Board. Motion approved unanimously.

Motion: Nominate Sarah Clark to the FSCPL Board of Directors, effective 9/21/21 until 7/1/22. M/S Gómez/Jackson moved to approve Sarah's appointment to the Board. Motion approved unanimously.

7. Executive Director's Report – Rebekah for Bruce – written report was provided

A. Capital Campaign

The campaign is currently at 47% and Keith helped to visualize the fundraising status onto the website, which will be updated each Friday.

B. Financial Matters – Monterey Peninsula Foundation

Motion: Authorize the Executive Director to issue a check(s) for \$93,000 from the donor restricted funds account, to cover the remaining matching funds due for the Boulder Creek Library Project (\$9,000) and the Garfield Park Library Project (\$84,000). M/S Gudger/O'Driscoll moved to approve the motion presented. Motion approved unanimously.

Briefly tabled topic for Presentation by Jesse Silva (6:18 through 6:26 PM)

C. Other Financial Matters – payment and several funding opportunities

Motion: Authorize the Executive Director to issue a check to the Santa Cruz Public Libraries for \$48,000 from the donor restricted funds account, to the library in order to complete the audit trail on the MPF funds. These funds to be returned to the FSCPL via a check for \$48,000 from the Santa Cruz Public Libraries. M/S Gudger/Levine moved to approve the motion as amended. Motion carried unanimously.

Motion: Authorize the Executive Director to transfer \$24,000 from the donor restricted funds account to the unrestricted funds account for the remaining management fees due for the MPF project. M/S Gudger/Cullen moved to approve the motion. Motion passes unanimously.

D. Aptos Library/History Museum Issues

\$25,000 in unrestricted funds were received from the State of California, as well as Community TV grant for to purchase equipment to be used in youth story telling projects. Lastly the Friends applied for a \$75,000 grant for projects in children's areas in the two different libraries.

8. Special Guest Presentation: Cultivating Racial Equity and Inclusion (CREI) at SCPL –

Jesse Silva

Jesse spoke to the Board about Equity and CREI which is a California State Library Initiative. The goal is to create a network of libraries and staff who are committed to equity-based services, to develop equity statements and a plan of action for the partnering libraries.

Santa Cruz Library has a Spanish language story time in the library, partners with SC County Jails and Juvenile Hall, has established a Spanish translation team and much more. The Ad-hoc task force may be reaching out to Jesse.

9. Committee Reports

A. Finance/Treasurer's Report – Keith Gudger

Finance Committee Report was provided to the Board and reviewed by Keith. A discussion was held about a Financial Review that will be further evaluated by the Finance Committee just like the ongoing search for new CPA.

1. 2022 Budget – First Steps – Keith advised the chapters that he will be reaching out to them, and he is waiting to hear back from the needs by the Library, which he is working on with Bruce.

C. Policy & Procedures Updates – Michele Mosher

Michele reported that they are working through the personnel policy, including the whistle blower policy and privacy policy.

9. Agenda Building for Tuesday, October 19, 2021 (5:00 pm)

- Report from Ad hoc Task Force on Diversity Committee/Plan
- LookOut Santa Cruz Proposal
- First Review of 2022 Budget
- Possible Review of new board member

Meeting was adjourned at 6:57 PM.

Minutes were taken by Nora Brink.

Approved: _____

Date: _____

Title: _____