

Friends of the Santa Cruz Public Libraries
Board of Directors Meeting
Tuesday, January 18, 2022
5:00 p.m. Virtual Meeting
Conducted via Zoom Meeting

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

Staff: Bruce Cotter.

Guests: Yolande Wilburn, Gale Farthing.

1. Call to Order – President O'Driscoll called the meeting to order at 5:01 PM.

2. Roll Call & Establish a Quorum Roll was completed, and quorum established for a Board of Director's Meeting as of 5:05 PM.

3. Report of Secretary – Nora Brink, Secretary

- a. **Motion** - Adopt the Agenda – M/S Gudger/Cullen to adopt the agenda as presented. Addition to the agenda: review of responsibilities for completing CPA questionnaire and providing financial documents to CPA by 1/31 as well as book storage plans. Motion to adopt the agenda as amended passed unanimously.
- b. **Motion** – Approval of the Minutes from the December 22, 2021 Board Meeting. M/S Marcus-Wyner/Holland to approve the minutes as presented. Motion passed unanimously.

4. Library Director's Report – Yolande Wilburn

The newly appointed Library Director Yolande Wilburn was introduced by Janis and welcomed warmly to the Board. Yolande reported on her three weeks she has been “on the job”. She has been heavily involved in the strategic planning process and is inviting the Board to participate during various public events, she is continuing to update the Board about upcoming meetings. Yolande has been busy visiting the various branches throughout the county. Garfield Park is on track for late February/early March. She visited the Boulder Creek branch and she is feeling optimistic about outcome of the work, same with the Branciforte Library. She is reviewing some concerns on the internet speed being installed in the Live Oak Annex and is looking to ensure that there is no compromise when it comes to ensuring sufficient service available. Yolande also met with the Scotts Valley Friends as well the incoming City Manager to review some of their concerns, which include for example, some directional signs.

Lastly, she reported that the staff is hit hard with the Omicron variant, which results in some

staffing shortage. She ensured there is plan in place should this become more dire and staffing will need to be moved around while being kept safe.

Questions from the Board were reviewed and responded to, some will be taken offline.

5. President's Report – Janis O'Driscoll

Janis is deviding her report to address two main issues:

1. Downtown campaign

Timing is crucial for this. The 2021 campaign just finished and the Friends is still needing to thank all donors & supporters, keep checking in with them and how they helped the Friends to be so successful. At the same time the downtown library project is already in full swing, with a lot of different entities being involved. There may be an initiative on the November ballot so there is a lot of work ahead to educate the general public. Various options were discussed and will progress. Laura Albrecht is working on preparing a fact sheet that can be completed in the next couple of weeks.

2. Organization of the Friends and their work beyond 2022

Janis had quizzed the Board on their priorities for 2022 and she will distribute a list to the Board members to review. She would like to dedicate the entire February Board meeting to the review these priorities and have a real discussion and come to an understanding on how the Friends move forward as an organization.

6. Vice President's Report on Downtown Facility - Martín Gómez

Martin prepared a report on a meeting he attended with Downtown Forward which he will be forwarding to the Board for their information.

7. Executive Director's Report – Bruce Cotter

Bruce reported that the 2021 Capital campaign exceeded the set goal by raising \$1,010,120 in total. In addition the Friends ended up in second place on the SC Gives campaign, which will result in approx \$7,300 in matching funds.

He also reported strong results on increasing fundraising efforts in unrestricted donations which will support the general operating funds of the Friends, resulting in \$32,000.

Bruce reported on some staffing updates with transitioning a lot of the Operations Manager's responsibilities over to the E.D. and creating an extensive Operations Manual.

Lastly Bruce updated the Board that Cindy Jackson took the lead on reviewing and confirming the naming requests for Boulder Creek and Garfield Park libraries, with the help of Janis and Bruce. The information was passed along of the architects involved in the project.

8. Committee Reports

a. Finance/Treasurer's Report – Keith Gudger

Keith reported on an inquiry regarding the remainder of the Sulzner Funds, which have four more despersment pending, which Yolande will be requesting from the Friends. In addition it was confirmed that Bruce along with Jennifer the bookkeeper will be completing the questionnaire as well prepare the requested documents and will submit them to the CPA by January 31, 2022.

b. Policy & Procedures Updates – Debbie Peronto

Debbie reported that the Personnell Policies Manual review has been completed, as well as new job descriptions for ED and office manager have been created. In addition, they have started working on two additional sections for the Policies and Procedures manual that did not make it over from the previous Board Manual.

c. Advocacy Report – Robin Holland

The Advocacy Committee spoke at length earlier about their current tasks. An advocacy training was suggested as well, which Martín will be able to report on later this quarter.

9. Book Storage Discussion & Booksales in general

Bruce reported that the Lorraine still has still a lot of book stored in her garage and they are ready for pick up any time. A lot of the books are being sold by the Capitola Friends, so most of the book sale profits do go to Capitola. The Capitola store also reports a very large number of book donations coming in this month. The Aptos Chapter sells books once a month at the Cabrillo Farmers Market.

10. Agenda Building for Tuesday, February 22, 2022 (5:00 pm)

1. 2022 Priorities for the the Board

11. Closed Session

There was no closed session as there were no items needing to be discussed.

Meeting was adjourned at 6:26 PM.

Minutes were taken by Nora Brink.

Approved: _____

Date: _____

Title: _____