

**Friends of the Santa Cruz Public Libraries**  
**Board of Directors Meeting**  
**Tuesday, March 15, 2022**  
5:00 p.m. Virtual Meeting  
Conducted via Zoom Meeting

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

**Staff:** Bruce Cotter.

**Guests:** None.

**1. Call to Order** – President O'Driscoll called the meeting to order at 5:05 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

- a. **Motion** - Adopt the Agenda – M/S Clark/Cullen to adopt the agenda as presented. The Policy and Procedure Committee as well as the Development Committee reports will need to be added as well as a brief report from Downtown Forward preceding the Committee reports. Motion to adopt the agenda as amended passed unanimously.
- b. **Motion** – Approval of the Minutes from the February 22, 2022 Board Meeting. M/S Jackson/Marcus-Werner to approve the minutes as presented. Motion passed with one abstention.

**4. Library Director's Report** – Yolande Wilburn

No report was provided as Yolande was not able to attend the Board meeting due to a scheduling conflict.

**5. President's Report** – Janis O'Driscoll

Janis reminded all Board members that they are able to join any of the committee meetings should there be any topics of specific interest to them. Several larger questions are needing to be discussed about goals and the organizations future. The Executive Committee will meet about this on March 31.

**6. Executive Director's Report** – Bruce Cotter

Bruce reported that he has been working on finalizing the numbers from the capital campaign and reviewed disbursements with the library. He expects a formal request for Garfield Park and Branciforte soon from the Realizing the Promise funds.

Bruce also reported that the CPA has a first draft of the 990 completed and they had some questions about expense distribution. Response still pending, but he expects the return to be finalized in the next week or two, well before the May 15<sup>th</sup> deadline.

Lastly, a few misc items were reviewed: the remaining funds for the Sulzner fund distributed, therefore all funds from this gift have been disbursed. Bruce is seeking clarification on the Utter Funds (\$300,000) to ensure proper classification and restrictions. Upon inquiry with the Community Foundation more flexibility was granted to allow using the earnings "to support the purchase of library materials and special library programs at Santa Cruz Public Libraries."

Additionally, a check for \$80,000 was sent to the Community Foundation to set up a Flex Fund for Capitola. The remainder will be sent once 2021 has been closed out.

Chapter Presidents had brought forward concerns that Chapter Reports are no longer being distributed.

### **Report from Downtown Forward meeting**

Martín reported on several items from their most recent meeting. Additionally, a strong showing by the Board at a Forum (aka Debate) on Sunday March 27 at 12 noon at the church on 900 High Street is needed, Martín will be participating. More information coming forward.

## **7. Committee Reports**

### *a. Finance/Treasurer's Report – Keith Gudger*

Keith reviewed the February financials. Some corrections are needed. Cindy is tracking the donor list for the donor walls. Keith also reported that CD rolled over for another 13 weeks.

### *b. Advocacy Committee Report – Robin Holland*

Robin reported the Committee has been working various angles to support public outreach. Martín has prepared a powerpoint presentation which reviews three key points to be used at various speaking opportunities. Additionally, tabling events were reviewed as well as the letter writing campaign by the Board. The Committee is also working on very useful infographic materials to tell a visual story.

### *c. DEI Ad Hoc Committee Notes*

The Ad-hoc Committee reported that they have been reaching out various other local organizations to learn about their DEI work. Brainstorming about their goals is on hand for their next meeting and two goals are already being discussed.

### *d. Development Committee – Cindy Jackson*

Cindy distributed her notes to the Board earlier in the day, which included updates on the Capital Campaign for the Downtown branch, success of prior targeted

campaigns. They are also always looking for people to join and they will meet every other month on Monday at 4 PM.

e. *Policy and Procedures* – Bruce Cotter

The Personnel Manual was completed and will be presented to the Board at the April Meeting. Additionally the Board Orientation was reviewed and a powerpoint presentation was prepared, which will be distributed to all Chapters as well. Martín offered to have the Personnel Manual reviewed by an HR specialist.

**8. Agenda Building** for Tuesday, April 19, 2022 (5:00 pm)

- a. Personnel Manual Review
- b. Review of 990.
- c. Subcommittee Report on Board Orientation
- d. Review of the Library Annual Requests for Funds

**9. Closed Session**

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

Meeting was adjourned at 5:51 PM

Minutes were taken by Nora Brink.

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

Approved