

Friends of the Santa Cruz Public Libraries
Board of Directors Meeting
Tuesday, January 17, 2023
5:00 p.m. Virtual Meeting
Conducted via Zoom Meeting

Board Members: Janis O'Driscoll, Cindy Jackson, Keith Gudger, Lynn Marcus-Wyner, Martín Gómez, Nora Brink, Michele Mosher, Robin Holland, Debby Peronto, Marc Winqvist, Sarah Clark, Monica Parikh (joined 5:22).

Staff: Bruce Cotter.

Guests: Yolande Wilburn (until 5:15)

1. **Call to Order** – President O'Driscoll called the meeting to order at 5:02 PM.
2. **Roll Call & Establish a Quorum** - Roll was completed and a quorum established for the Board of Director's Meeting as of 5:04 PM.
3. **Report of Secretary** – Lynn Marcus-Wyner
 - a. **Motion** - Adopt the Agenda – M/S Gomez/Holland to adopt the agenda as presented.
The agenda was slightly modified to include a new section (V) Board Recruitment after the Library Director's Report and before the Board Retreat Discussion. All sections were renumbered as appropriate.
Motion to adopt the agenda as modified passed unanimously.
 - b. **Motion** – Approval of the Minutes from the December 13, 2022 Board Meeting.
M/S Winqvist/Peronto to approve the Minutes. The minutes were modified to include the term "policy" after whistleblower in Section 10.a.1.(b) at page 4.
Motion passed (1 Board member abstaining).
4. **Library Director's Report** – Yolande Wilburn

Yolande informed the Board of the discovery of a regular patron's unfortunate death at the downtown branch. She commended how the library staff responded and the great team work in handling this unfortunate event.

Yolande informed us that there was no damage to any of the branch libraries due to the recent rain storms.

An update was given on the remodeling/building progress of a number of the branch libraries.

- i) Branciforte – still waiting on glass but hopeful opening will nevertheless take place in March.
- ii) Live Oak Annex – project somewhat behind, but planning on holding a community Town Hall meeting with Manu Koenig in June.
- iii) Aptos – walk thru occurred in December before Christmas and still on target to open in Summer 2023.

Library Advisory Commission (LAC) – Chairperson Lindsay Bass is stepping down in April. Yolande is currently meeting with the Board to discuss a new Library Commissioner. Mike Termini will serve as the chairperson.

5. Board Recruitment Report – Janis O'Driscoll

Committee (Janis, Monica, Debby and Sarah) met with Elbina Rafizadeh and had a very positive meeting and shared their experience with the Board. Elbina's CV and Letter of Interest were posted in Google docs with the current Board packet. Michele suggested that we share the Board Member Orientation Slide deck with Elbina and Janis volunteered to follow through and be the point person if Elbina has any questions.

The committee is also meeting with a second prospective candidate in the next week.

Agreed to include a report from the Board Recruitment Committee on the agenda for the foreseeable future.

6. Board Retreat Discussion – Martín Gómez

Retreat scheduled for Saturday February 4th, 9-3 at the Felton library.

Martín reviewed the results of the Board member survey on priorities to be discussed at the February retreat.

- a) Majority agreed to set priorities for 2 years.
- b) The top three priorities were funding raising, definition of quarterly goals, and Board recruitment.

Michele agreed to contact Wild Roots in Felton for the retreat lunch.

Janis reported on the meeting which recently took place with Bruce and our retreat facilitator, Kelsi Ju and further reviewed the agenda that Kelsi proposed.

There was substantial discussion by Board members on the structure of the retreat and the proposed agenda. It was agreed that Janis would share the results of the Board member priorities survey and go over the agenda for modifications with Kelsi Ju.

There is a meeting scheduled with Kelsi on 01/31/23 to finalize the agenda and topics for the retreat. However, it was agreed that we should have another meeting with Kelsi before the January 31st meeting to shore up the retreat agenda and our approach by folding in some of the specific topics that were covered in our survey.

A great deal of discussion and time was dedicated to considering who the retreat attendees should be. The Board originally felt Chapter Presidents should be included. In addition, there was a suggestion that prospective Board members might be included.

Motion – Should the Board invite prospective Board Members to the retreat once we have received their CVs and Letters of Interest. M/S Parikh/Clark.
Members in favor (6) and members against (6).
Motion failed to achieve a majority.

Kelsi proposed that the limit of retreat attendees should ideally be capped at 15.

However, Board members, ED and Library Director comprise 14. Since each chapter has a Board representative it was agreed that we would limit the group to these individuals. However, Michele (representative of Felton) cannot attend the retreat so it was agreed that Felton should have a substitute attendee. In addition, Boulder Creek should be represented and Janis will invite a member of the executive team of the BC Chapter to attend.

7. President's Report – Janis O'Driscoll

Janis will send an email to the Board members in the next couple of days with her report.

8. Executive Director's Report - Bruce Cotter

A written report which included a report on year end fund raising and fundraising for Recover and Thrive was included in the Board packet. There was no further discussion of the ED report.

9. Chapter Reports

Written Reports by Aptos, Capitola, Felton, and Scotts Valley were provided in the Board packet.

Bruce acknowledged the many volunteer hours provided by the Chapter volunteers.

10. Committee Reports

a. Finance/Treasurer's Report – Keith Gudger

Motion - Approve Library's request for \$22,376.76 for new laptops for after school Steam programs. M/S Gudger/Marcus-Wyner.

Motion passed unanimously.

Bruce clarified that the money was part of the approved request from the library for the year. It was not from the Recover and Thrive component of that request, but from 30K in unspecified requirements.

Keith indicated one of the Aptos CD's matures in the next month and suggested Debby let Jody know.

b. *Advocacy Committee Report* – Robin Holland

Detailed written report was provided.

Monica provided a revision to the "book sales and donations" website for the Chapter President's review and wanted to know how this was received. Bruce is going to publish the Chapter President's minutes (which will include responses to the website).

c. *Policy and Procedures* Michele Mosher – No report this month.

The committee will meet later in the month to start review of the By-laws.

d. *Development Committee* - A written report was included for the Board outlining the successes of 2022 fundraising for both unrestricted funds and funds related to specific campaigns/chapters/book funds.

e. *DEI Ad Hoc Committee Notes* – No report this month.

10. Agenda Building for Tuesday, February 21, 2023 (5:00 PM)

11. Closed Session

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

Meeting was adjourned at 6:42 PM

Minutes were taken by Lynn Marcus-Wyner.

Approved: Lynn Marcus-Wyner
Title: Secretary

Date: 02/22/2023