

**Friends of the Santa Cruz Public Libraries**  
**Board of Directors Meeting**  
**Tuesday,**  
**November 21, 2023**  
5:00 p.m. Virtual Meeting  
Conducted via Zoom Meeting

**Board Members:** Janis O'Driscoll, Cindy Jackson, Keith Gudger, Lynn Marcus-Wyner, Michele Mosher, Marc Winqvist, Sarah Clark, Monica Parikh, Debby Peronto, Elbina Rafizadeh, Kari Gunn, Carol Fuller (joined at 5:50).

**Absent:** Nora Brink, Robin Holland

**Ex-Officio:** Eric Howard

**Staff:** Bruce Cotter

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 a quorum established for the Board of Director's Meeting as of 5:03 PM.
  
3. **Report of Secretary** – *Lynn Marcus-Wyner*
  - a. **Motion** - Adopt the Agenda as presented.  
M/S Winqvist/Peronto moved to approve the agenda.  
Bruce highlighted that both P&P and Finance made a similar Motion concerning increasing Management fees on Capital contributions, and both are still on the agenda.  
Motion passed - unanimous.
  
  - b. **Motion** - To approve the October 17, 2023 Board meeting minutes.  
M/S Jackson/Peronto  
Motion passed – unanimous.
  
  - c. **Motion** – To approve the November 15, 2023 Special Board meeting minutes.  
M/S Peronto/Winqvist  
Motion passed (10 approvals, 1 abstention)
  
4. **Library Director's Report** – *Eric Howard*

Library positions – Offers were made last week for 11 of the 12 Library Asst II positions. There are still a number of vacant positions that need to be filled including 2 library vacancies, information specialists, position to help supervisor volunteers, position for training and onboarding and management analyst.

Aptos – The opening is stalled because of the installation of acoustic baffles. Once installation is completed sign offs are needed from the fire marshal and building inspector. The new projected opening date will be in February. However, Eric will get back to the Friends by December 20<sup>th</sup> and let us know the progress.

Live Oak Annex – Eric recently visited the Annex which has a multi-purpose room, 3 study rooms, and a large community/program room with a sharing arrangement with the county. Also, it includes an open space that could be thought of as a reading room. A punch walk is scheduled for December, but the annex may not be opened to the public until early February.

Downtown – This project is moving along, and Eric should get a quarterly report from the construction group in December.

Recruitment for the Director – The contract that HR is using is in place and recruitment has been fast tracked. A recruitment notice should go out in December.

HR and other services are potentially moving from under the purview of the city; Potentially undergoing a cost analysis to figure out what is the fair rate the city should be charging the library for various services (HR, finance, risk management). This was initiated because of the city bill to the library for services such as HR. This project will be about a 10-month analysis. A second step after the analysis will be to think about other models to cover these services.

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

Thanked everyone for the end of year volunteering work.

Marc Winquist is stepping up to be Assistant Treasurer.

Downtown moving along – there is a monthly DT project communications meeting and the architect for the library and housing meet regularly. There is a good working relationship between them. Housing is not as far along in planning as the library.

Fundraising aspect for DT on track – drafts for the public statement on why fund the library should be completed in December.

#### **6. Executive Director's Report - Bruce Cotter**

Budget and budget narrative provided.

Received about \$18K in November in gifts. Overall, this is ahead of the targets we set except for general fund raising in which we are about 65% of the goal.

CCS is at the interview phase with local people and will meet with Bruce and Janis in December to lay out the schedule for training in February.

SC Gives is live. Bruce is working with Jessie Silva and Jessica to come up with good images to promote "Boundless Minds" for the event. From the SC Gives leader board we are currently at \$13,500 which is mostly from the challenge grants. Our total goal is \$25K. So, Bruce and Janis believe we are in a good position.

Budget – is a work in progress but the budget provided in our folder was approved by the Finance Committee.

The library has requested \$135,000 for Program expenditures but at this point in time we are only able to commit \$65,000. Our goal is to find a way to get the other \$70,000 and we are looking at various avenues.

In addition, we have a net operating loss of about \$37,000, but have the funds to carry this loss if needed in a reserve account.

Discussion about \$136,000 in donor restricted funds that are on our books. However, it is completely unclear from our records as to why these funds have been moved to or designated donor restricted. Bruce is going to research this more and based on the outcome of his research, discuss whether it would be possible or advisable to move these funds to the unrestricted category. One question to the Board is, would we be willing to use these funds as unrestricted funds depending on Bruce's research?

Bruce proposed that we work with the budget as presented and review quarterly to see what needs to be changed, if anything.

## **7. Chapter Reports**

No written reports this month

**Branciforte – Elbina**

Initiated a holiday fundraising book sale at the library, but this was postponed due to some confusion as to whether or not such an event could be held. Eric confirmed that in general fundraising events could be held in the library. It was suggested that this topic be brought up at the Leadership meeting, so all library chapters were clear about the rules.

**Capitola – Carol**

The Chapter gave \$1500 to OCR and gave the bookstore staff \$400 for various requested supplies. Volunteers from the chapter bookstore participated in the Capitola Mall Halloween festivities and gave out over 100 books to youth.

**Scotts Valley – Marc**

The SV chapter is having its last book sale of the year on 12/2.

Also, volunteers participated in annual Halloween events with face painting and games.

**Felton – Michele**

There was a very successful stained-glass workshop with Lea de Witt for teens. Lea is a local and nationally recognized artist who has created pieces for the Felton Library Branch.

There were 3 volunteer lead programs in November.

Agreed to host an OCR program in February and gave money to the OCR program.

## 8. Committee Reports

a) *Finance/Treasurer's Report* – Keith Gudger

Written report provided.

Money previously moved last month to pay Santa Cruz will be moved back into our accounts until further notice.

Working on the budget.

b) *Advocacy Committee Report* – Sarah Clark

The committee is working on meeting with SC City Council members to lay the groundwork for the Capitol Campaign. So far, they have met with council members Shebreh Kalantari-Johnson, Scott Newsome and Sonja Brunner and they have had very positive interactions.

c) *Policy and Procedures* - Michele Mosher

Written report provided.

**Motion** - It is expected that Board officers will commit to a 2-year term.

M/S Mosher/Marcus-Wyner

Motion would not go into the Bylaws but into the P&P Manual as an expectation for officers.

Motion passed unanimously.

**Motion** - The Board of Directors shall establish the annual rate for management fees, in consultation with the Chapters. 10% of all revenue donated to Chapters for Capital Campaigns (or raised for or donated to branches of the Library without Chapters), and to special accounts that service the whole Library system, such as the book fund will be taken for Management funds.

M/S Mosher/Jackson

Clarification was made that the current management fee is 8%. This 8% was for anything that is not Chapter specific. The increase is supported by the Finance Committee.

Motion passed (10 in favor, 2 abstention)

**Motion** - Once per calendar year, Chapters may ask FSCPL to create a one-year CD or T-Bill for all chapter funds that will not be used in the coming year. Requests should be submitted to the Treasurer and Executive Director before December 1 of each year. Requested amounts should be in multiples of \$1000. These funds are not available until the end of the CD or T-Bill term.

The CD or T-Bill term is one year and includes the funds for all chapters. Individual CDs for chapters are not an option. At the end of the year CD or T-Bill principal and interest will be credited to the appropriate chapter. No reporting of the income from this CD or T-Bill will be done during the year. The Treasurer will create a spreadsheet in Google Drive to show which funds came from each chapter.

M/S Gudger/Jackson

Notification has been given to all chapter Treasurers. This is voluntary and each Chapter can decide whether to opt in or not.  
If a Chapter decides to opt in, a form statement will be provided for each Chapter Treasurer to sign.

Motion passed unanimously.

d) *Development Committee – Cindy Jackson*

The Development Committee did not meet, but the DTN Library Planning Committee did meet to continue planning for support of the DTN branch. This group, which includes the library director, members of the Friends Board, and DTN Campaign Committee, will most likely be the nucleus of the DTN Library Capital planning committee going forward.

**Motion** – To approve the addition of Carol Fuller to the Development Committee.  
M/S Jackson/Marcus-Wyner  
Motion passed unanimously.

e) *DEI Representatives Committee – Written report provided.*

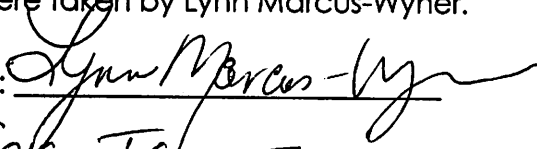
**9. Agenda Building** for Tuesday, December 19, 2023 (5:00 PM)

- a) Discussion of Friends activity around book sales including author book sales.
- b) Finalize the Budget.

**10. Closed Session**

There was no closed session as there were no items needing to be discussed.  
The meeting was adjourned at 6:27 PM.

Minutes were taken by Lynn Marcus-Wyner.

Approved: 

Date: 12/20/2023

Title: Secretary