

Friends of the Santa Cruz Public Libraries
Board of Directors Meeting
Tuesday,
March 19, 2024

5:00 p.m. Virtual Meeting
Conducted via Zoom Meeting

Board Members: Janis O'Driscoll, Cindy Jackson, Keith Gudger, Lynn Marcus-Wyner, Marc Winkvist (5:20), Sarah Clark, Debby Peronto, Elbina Rafizadeh, Carol Fuller, Nora Brink(5:10), Robin Holland, Michele Mosher, Kari Gunn

Staff: Monica Parikh

Guests: Eric Howard

1. **Call to Order** – President O'Driscoll called the meeting to order at 5:04 PM.
2. **Roll Call & Establish a Quorum** - Roll was completed and a quorum established for the Board of Director's Meeting as of 5:06 PM.
3. **Report of Secretary** – *Lynn Marcus-Wyner*
 - a. **Motion** - Adopt the Agenda as presented.
M/S Peronto/Clark moved to approve the agenda. Motion passed - unanimous.
 - b. **Motion** - Approve the February 20, 2024, Board meeting minutes.
M/S Peronto/Holland Motion passed – 1 abstention.
 - c. **Motion** – Reinstate Kari Gunn as a Board Member
M/S Marcus-Wyner/Peronto Motion passed – unanimous.
 - d. Proposal for an in-person Board meeting. Agreed to meet May 21st (5 – 7pm) at Branciforte Library. The meeting room was reserved during the present meeting. The possibility of a hybrid Zoom meeting was discussed and will be revisited at the April meeting.
4. **Library Director's Report** – *Eric Howard*
 - a. Branch managers and Librarians are meeting on a quarterly basis to plan programs and services for a quarter out. Working on a process to share and include Friends and Branches so that they can also request programs. Eric will send out a framework of this process to Monica in the next week so that the Board can be informed. The proposed process gives the marketing team a chance to market properly to the public. Brainstormed and thought-out in-service (staff training) day on April 25th. Looking at key positions and having people report out on some of these key positions (e.g. collections etc).
 - b. Library Director Recruitment is on-going. A number of interview panels have been set up to give recommendations. One panel has met with candidates and another

panel is set up for later in April. This process is being spearheaded by city HR working with an outside consultant. The first panel included representatives from the community.

c. Next LAC meeting rescheduled to April 15th - presenting information on a) Collections and b) the Bookmobile and what the library is presently doing and future plans. This presentation will also take place on May 2nd with JPA along with proposed the budget. Looking at draft library policies related to Code of Conduct and Meeting room policies, but these will not be ready for the LAC April 15th meeting.

d. Monica and Janis are meeting with Eric and the Library Staff on March 20th at the all-staff Library meeting.

5. President's Report – Janis O'Driscoll

a. DTN Capital Campaign donor materials are still in draft and being fine-tuned. The aim is to share finalized materials with the Board at the April 16th meeting.

b. President O'Driscoll indicated the FSCPL Newsletter is now a regular monthly newsletter with over 16K subscribers. The March newsletter will introduce Monica, mention our DEI work/workshop and will indicate we are looking for Board members.

c. Asked the Board to review Interim ED job description and contract (which is the same as previously executed except for the dates). The contract extends Monica position through June 30, 2024.

d. The Board was given the opportunity to comment on and discuss the permanent ED and Admin Assistant job descriptions. Discussion included salary range, responsibilities, and experience required. It was agreed that the E-Team/Personnel Committee would go back and rework the descriptions. However, everyone was invited to email the E-Team with any thoughts. The Board will be informed of the action taken by the Personnel Committee.

e. Janis clarified that all Board meetings are open to the public.

6. Executive Director Report – Monica Parikh

a. Monica now has Quickbooks primary Admin access.

b. Still learning process around paper checks. There are lots of permutations about how checks come into the Friends and many places how/where a check can get lost. Working on fail-safe and double-check to work into the process.

c. Great meeting with Captolia Chapter Treasurer and President concerning a potential imbalance on the books which has now been worked out.

- d. Donor Perfect follow-up (Monica, Keith, Nora and Cindy) – looking into the autopay for ~\$630/month plus \$202 Constant Contact subscription. They are reviewing the available packages. We are charged for each donor – so now we are working with Keith to de-duplicate listed donors. Once this task is completed it is estimated that we will have a saving of ~\$300/month. Will report on progress next meeting.

7. Unfinished Business from February meeting -

- a. Book sales including author book sales. *Cindy and Monica are following up and will give the Friends guidance in the next month or so.*

8. Committee Reports –

- a. *Finance/Treasurer's Report – Keith Gudger – Written Report provided.*
- b. *Advocacy Committee Report – Robin Holland – Written Report provided.*
Looking for a volunteer to organize Kids Day on May 4th in Downtown Santa Cruz and for tabling for approximately 2 hours shifts. Also looking for volunteers for Juneteenth day.
- c. *Policy and Procedures - Michele Mosher – Meeting March 21, 2024*
- d. *Development Committee - Cindy Jackson - In general, fundraising has been on hold for the couple of months.*
- e. *DEI Ad-hoc Committee – Lynn Marcus-Wyner; Written report provided.*
Freedom to Read T-Shirts. We will start promoting again in the Spring/Summer at fund raisers.

9. Chapter Reports – Written and in File packet

- a. Aptos – Debbie Peronto
- b. Capitola - Carol Fuller
- c. Garfield Park – Elbina Rafizadeh
- d. La Selva Beach – Cindy Jackson
- e. Felton – Michele Mosher
- f. Scotts Valley – Marc Winqvist

Further discussion concerned book donations and sales. *Cindy and Debby agreed to make Monica a decision tree to be used when she gets calls about where books should be donated.*

10. Agenda Building for Tuesday, April 16, 2024 (5:00 PM)

DonorPerfect Update

ED and Administrative Assistant job descriptions/and progress

Book Sale update

The general meeting was adjourned at 6:28PM.

11. Closed Session – No

Minutes were taken by Lynn Marcus-Wyner.

Approved: Lynn Marcus-Wyner Date: 4/17/2024
Title: Secretary

APPROVED