

Friends of the Santa Cruz Public Libraries
Board of Directors Meeting
Tuesday,
April 16, 2024

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

Board Members: Janis O'Driscoll, Cindy Jackson, Lynn Marcus-Wyner, Marc Winqvist, Debby Peronto, Elbina Rafizadeh, Carol Fuller, Nora Brink, Robin Holland, Michele Mosher, Kari Gunn

Absent: Keith Gudger, Sarah Clark

Staff: Monica Parikh

Guests: Eric Howard, Gale Farthing, Jeanne O'Grady, Jon Shemitz

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 5:04 PM.
3. **Report of Secretary** – *Lynn Marcus-Wyner*
 - a. **Motion** - Adopt the Agenda as presented.
M/S Peronto/Winqvist moved to approve the agenda. After a small addition to include a section for LAC after the Executive Director's Report the Motion passed - unanimous.
 - b. **Motion** - Approve the March 19, 2024, Board meeting minutes.
M/S Holland/Winqvist Motion passed – unanimous.
 - c. **Motion** – To remove the stipulation from the Policy and Procedures Manual that Chapter Meeting Minutes are sent to the FSCPL office.
M/S Mosher/Holland Motion passed – unanimous.
4. **New potential Board Member** – Janis introduced Jon Shemitz. Jon gave a short summary of his background. He lives on the westside of Santa Cruz in the Garfield Park Branch community. Elbina is going to follow-up with him about Garfield Park opportunities.
5. **Library Director's Report** – *Eric Howard*
 - a. Met with LAC. Provided copies to the BOD on two presentations made at the LAC meeting by Jesse Silva, Outreach Services Manager and Sarah Harbison. Collections Managers manager. This presentation will also take place on May 2nd with JPA.
 - b. Over the next year the library is going to benchmark the spend on support for E-services vs print materials with other library systems.

- c. Code of Conduct policy brought up to the Library Board for approval (May 2nd). This Code will eventually be posted in a public place of every library.
- d. In-service (staff training) day scheduled for April 25th.
- e. New hires:
 - i) Volunteer Coordinator start beginning of May
 - ii) Training Coordinator starting end of June
 - iii) There are 3 vacancies for library positions which include
 - 1) Youth librarian for Capitola
 - 2) Adult librarian for Scotts Valley
 - 3) Generalist librarian for Boulder CreekInterviews for these positions will begin May 13th and hopefully these positions will be filled by end of June.
- f. Working on the proposed budget will be presented May 2nd to JPA.
- g. Library Director Recruitment: The final round of interviews is taking place next week. The candidates will meet with the staff and then JPA.

6. President's Report – Janis O'Driscoll

- a. Three community members are interested in Board Membership. Two interviews are scheduled for this week.
- b. Search for the ED is in process and a significant number of people have applied. Executive Committee is working on interview questions and is meeting weekly.
- c. President O'Driscoll specifically acknowledged the work of a number of Board members.
- d. April Newsletter going out April 17th.

7. Executive Director Report – Monica Parikh

- a. Donor Perfect: Over 18K names have been eliminated from the database.. (many of these were duplicates). In the process of removing the Friends from autopay and Constant Contact so that we could have more control of the database charges and related. The monthly charge has gone from almost \$900 to ~\$360! One question raised was whether we will get any retro-payment credits from overcharges. Initially told no, but further follow-up will be pursued.
- b. Revisions are in the process to the on-line donor form.
- c. \$19,120 check given to the Library for Boundless Minds campaign.
- d. At the Leadership meeting asked Chapters for contributions to the Summer Reading program and Capitola generously immediately donated \$2000.
- e. Moving forward with some active fundraising (for example solicitation letters) and working with the Development committee.
- f. Invited to various library administration meetings and getting to know these colleagues.
- g. Worked with members to clean up google drive and asked that chairs of the committees look at their file drive folders and archive and clean up where possible before the next Board meeting.

8. Michele attended the LAC meeting in Scotts Valley. There were members that did not know about our ED search. There is another meeting scheduled for May 6th at Branciforte. Janis will be at the meeting and will be able to give a short update to the LAC about the ED search.

9. Committee Reports –

- a. *Finance/Treasurer's Report – Marc Winquist – Written Report provided.*

It was clarified that the income from Boundless Minds was received from Santa Cruz Gives.

Eric wanted to know when the library would be getting the promised \$64K funding for library Programs (READ, Summer Reading etc). Marc will follow up with Keith. It is a challenge because Friends are on a calendar year (the \$64K was budgeted for the Friends calendar year) and Library is on a fiscal year (July 1 – June 30).

- b. *Advocacy Committee Report – Robin Holland – Written Report provided.*

Tabling for Kids Day May 4th in downtown SC. Need a volunteer for one 2-hour shift (2 – 4) and help taking down. Friends are sharing a table with the Library. Contact Debby if interested in volunteering. Almost done making a one-page flyer to use and working to redesign the bookmark (with English/Spanish).

- c. *Policy and Procedures - Michele Mosher – Written Report provided.*

A decision on the proposed Friends Code of Conduct which was included in the Board packet will be discussed at the next Board meeting to allow all Board members time to review. Need to decide who signs and where it goes.

- d. *Development Committee - Cindy Jackson –*

Looking for sustaining donors in addition to monthly "ask" letters so not only doing end of year mailings.

Discussed quiet phase of Downtown campaign. Meetings are on-going. Group includes representatives from Library, Friends, City, Housing Project and others.

- e. *DEI Ad-hoc Committee – Lynn Marcus-Wyner - No meeting*

10. Chapter Reports – Written reports (are in the April Board Meeting file folder as provided)

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

Agreed since the Chapters generally "publish" their Chapter meeting minutes on their website, it is not necessary to include the Chapter minutes in the Board folder. Additionally agreed that when available the Leadership meeting minutes, which generally includes the Chapter reports, would be included in the Board Meeting file folder. If there are some specific Chapter highlight this could be verbally provided at the Board meeting by the Chapter representative.

- 11. Agenda Building** for Tuesday, May 21, 2024 (5:00 PM) in-person/hybrid meeting at Branciforte Library
- a. ED update
 - b. Code of Conduct Review
 - c. Follow-up on \$64K funding for Library Programs

The general meeting was adjourned at 6:25PM.

11. Closed Session – No

Minutes were taken by Lynn Marcus-Wyner.

Approved: Lynn Marcus-Wyner

Date: 05/22/2024

Title: Secretary