

# Chico Friends of the Butte County Library, aka. Chico Friends of the Library , CFOL

Minutes of Board Meeting February 16, 2021

**Present via Zoom on-line:** Brenda Crotts, Byron Fountain, Diane Friedman, Katherine Gould, Keith Herritt, Nancy Leek, Satsie Veith

**Absent:** Elizabeth Bergthold, Margaret Bomberg, Sandy Boyd, Merle Burbridge

**Staff:** Misty Wright (Chico Branch Manager)

Katherine Gould called the meeting called to order at 6:40 pm.

## Reports

**Minutes:** The minutes of the January 19, 2021, meeting were approved, conditional on deletion of a donor's name because of privacy concerns. (Herritt, Friedman, approved.)

**Treasurer:** The board reviewed reports for the current month as presented by Treasurer Diane Friedman. Diane reported that due to unusually large expenditures, she asked Eric Moxon of Stifel to transfer \$15,000 to the checking account. (See book budget discussion below.)

**Book Sale:** Nancy Leek reported that internet sales were \$1260 last month; lobby sales remain at about \$100 per week. Because Helen recently noticed that more books were taken than seem to have been paid for, staff will try to keep an eye on the lobby action. But it was agreed that this has not been a problem in the past and may have been an anomaly.

**Librarian's Report:** Library Manager Misty Wright reported on some staff changes, including that recruitment interviews are being conducted this week for assistant director. The library continues to see about 300-500 patrons per day, which is less than half the amount before the pandemic forced the cut-back in services. There is discussion of returning to normal hours (ie, staying open until 6 pm a few days a week) in the next 2 to 3 months. At Katherine's request, Misty will check on the status of the Orange Boy account purchased by CFOL a few months ago.

**Library Advisory Board:** No report.

**Little Free Libraries:** Elizabeth Bergthold was not present but sent her report by email. She reported that the libraries are generally in good shape physically, but more children's books are still needed. The Boucher St. Market LFL has a new steward. She also asked the board to consider giving her permission to use some of her budget to purchase books at used book stores in town. A motion was made to give her discretion to spend some of her LFL budget on used children's books. (Herritt, Veith, approved.) The board may take up this issue again after Diane can verify the current LFL budget.

## Ongoing Business

**Library Sign:** Katherine reported that the company has installed arms to hold the cover open and has put in weatherstripping to keep out condensation. The invoice was \$275. She expects the sign to be returned to the library this week and then county facilities will be able to put it back up.

**Memorial Bench for Linda Lee Bassett:** Diane reported that the bench was ordered for a shipping cost of \$95. Daniel Botsford will assemble it and deliver it to the library. Debbie Bassett gave Diane wording for the plaque. Daniel will get the plaque made and attach it to the bench. Byron agreed to pick up the old wooden bench and take it to the dump.

**Membership Letter:** It has been sent out; several boardmembers have received their copies.

## **New Business**

**Donor Acknowledgment:** Keith requested that the board discuss how donations to CFOL are acknowledged and whether changes should be made. After discussion, the board agreed that the names of donors who have not requested anonymity can be listed in the newsletter, but without listing the specific amount each person has given. The board agreed that a newsletter should be planned for mid-April or later. The board also discussed possible speakers for the annual meeting in May.

**Library Advisory Board Grant Proposal:** Katherine reported that the deadline to apply for a grant is March 1. The board discussed various ideas, including asking for money for teen book clubs. Misty said she will talk to Kimberlee Wheeler, the Countywide Children's Librarian, about working on a proposal to update and add to the Book Club in a Box collection. This could include books for Kimberlee's Teen Book Club as well as the monthly book club for adults that Maureen Jeffers manages.

**E-R Giving Tuesday Ad:** While there is interest in purchasing an ad, the board is uncertain about exactly what the E-R is offering in return for it. Byron volunteered to investigate the details and report to the board.

**Membership Envelopes:** We are out of them and we can make changes before ordering more. Keith suggested making the options to donate on-line more visible. Katherine suggested adding DVD's to the list of services provided. Diane will order the same amount as last time and report on the cost at the next meeting.

**Book Budget:** This item was placed on the agenda because CFOL has received invoices far beyond the monthly budget of \$8000, ie, about \$17,000. Misty explained that this was due to a miscommunication with the Countywide Outreach and Collection Development Librarian, who did not realize it was a monthly budget. From now on he will inform Misty of all purchases. Apparently the overcharge stemmed from purchase of extra e-books for the county as a whole, an item which comes out of the Chico budget because no one else has an e-book budget. Misty said it is likely that e-books are used most heavily by Chico patrons. It was agreed that no further book orders will be placed until April, but Diane will continue to pay any invoices that may arrive before then.

The board agreed to discuss increasing the \$8000 monthly budget, but not until the end of the fiscal year when we can better assess our financial situation.

**Books for Teen Book Club:** This item was discussed under the LAB grant proposal above.

The meeting was adjourned at 7:36 PM.

**The next meeting is Tuesday, March 16, 2021, at 6:30 pm via Zoom.**