

Friends of the Cloverdale Library
Board ZOOM Meeting Minutes
July 21, 2020

Present: Susan Clark, Emeritus President; Betty Kroeze, Vice-resident; Lynette Chandler, Secretary; Linda Clapp, Treasurer; Jeanne Cox, Board Member; Donna Romeo, Teen Librarian; Sirie Thongchua, Fund Development Manager.

1. The meeting was called to order by Betty Kroeze
2. **Approval of Minutes/Communications:**
 - a. The minutes from the March 19, 2020 FCL Board meeting were approved.
3. **Emeritus President Report:** Susan reported that she is trying to get information about what kind of liability insurance we might need and what it would cost but given that the insurances offices are closed, getting this has been delayed. She will report to the board when she is able to do so. Sirie said that she thought the Friends were covered through the library's insurance when members were at the library but that we were not covered when we were off site. We need to clarify if this is the case. Sirie will check with the Petaluma branch to see what they do.
4. **Treasurers Report:**
 - a. June deposit for Book Forest: \$85.38.
 - b. July deposit for Book Forest: \$149.92 plus personal purchase of \$100.00.
 - c. Refund from Cloverdale Storage: \$327.83
 - d. Bank Checking Account: \$4,504.70.
 - e. Edward Jones: \$52,747.60
 - f. Our account dropped \$1,235 during the stock crash but has rebounded.
 - g. We had a CD come through May 18, 2020, \$10,000 plus the \$4,000 held back from the last CD. In talks with Al Meyers at Ed Jones in May and June, the interest rates are under 1% so we let the funds sit to see if anything improved.
 - h. Al Meyers at Ed Jones provided a presentation to the Friends about our Ed Jones accounts. He discussed pros and cons of our current accounts and financial status and recommended alternative investment options. After his presentation, the board discussed the options. The board decided to switch \$30,000 in cash and our short-term bonds to an Advisory Account which should be expected to be more productive and safer over time, due to a diversified portfolio and ongoing management. Linda reported that there is \$14,628.65 in cash, Invesco Short Term Bond C of \$7,345.83 and Invesco Corporate Bond C of \$7,960.54 (all these amounts are from July 1, so each amount is a bit higher as of our meeting). If these do not total \$30,000, Linda will transfer money from the checking account to total \$30,000. We will leave the two CD to mature and when they do so, we will discuss whether to make changes at that time.

5. **Storage Shed:** Betty reported that the storage shed is empty and all of the materials have been transferred to the Book Shed. We still are not accepting donations and will decide when to accept donations as the county makes recommendations with respect to safety and the Covid-19 virus.
6. **Book Forest:**
 - a. The Book Forest representative is interested in purchasing more books. The group discussed whether to sell to Book Forest or save the books for the FCL book sale. We decided to save the books for now. Sirie mentioned that some of the other Friends groups may be selling books on-line. She will find out more information about this and report at the next meeting.
 - b. The Book Forest representative purchased several boxes of books, CDs, and DVDs for \$100.
7. **Discussion/Action Items:** The group discussed plans for membership renewal. The group decided that we would not actively solicit membership renewal until the library opens. We discussed maybe hosting a membership renewal reception when the library opens.
8. **Updates from the Library:**
 - a. Donna reported that the library is accepting returns and providing curbside pick-up of reserved items. To date, they have served 367 patrons through curbside pick-up. They are quarantining the returned books and media before cleaning and restocking them.
 - b. Donna also reported that they are providing on-line programming for all age groups and that these sessions have been well attended.
 - c. Library staff are divided into two teams that work alternating three days per week.
9. **Update from Administration and/or Commissioner:**
 - a. Sirie reported that she has submitted a grant to obtain funding for additional hot spots, Chrome Books, classes, etc. that would be used to support seniors, individual with disabilities and special needs, and individuals who are homeless.
 - b. The library has developed a Next Reads programs that provides forms on which patrons can ask for reading recommendations based on the books that they have read. Patrons receive a phone call providing personalized recommendations.
 - c. Sirie recommended that United for Librarians may be a group that we would want to join. This would allow us to talk with other Friends groups.
 - d. The library budget has been cut due to reductions in sales tax. A new budget for the coming year has been developed and approved.

10. **Minutes:** Linda asked about the status of posting our FCL meeting minutes on the library website. Sirie said that she would do this. Lynette will send Sirie draft minutes to post to the website.
11. **Membership Drive:** The FCL should have a membership drive in October. Strategies for doing this will be discussed at the next meeting.

The next meeting will be July 21, 2020 at 4:00. Susan Clark will facilitate this meeting.

To Do list:

1. Sirie will check with Petaluma to find out how their liability insurance works.
2. Susan will continue to check into liability insurance for our Friends group.
3. Linda will make agreed upon financial changes.
4. Sirie will find out what other Friends groups are doing in terms of on-line book sales.