

Friends of the Etna Library
Monthly Meeting
June 11, 2018

Present: Roz Squair, Peggy Whipple, Betty Petry, Carol Williams, and Heidi Carver
Guest: Michael Perry

The meeting was called to order at 1:05 p.m. by President Roz Squair.

Minutes: Minutes from the last meeting on April 9 were reviewed. Betty moved the minutes be approved and Peggy seconded the motion. **MC**

Treasurer's Report: Heidi presented the April 2018 Treasurer's Report. The beginning balance was \$5,456.61. We had income of \$1537.52 and expenses of \$925.20. We received \$575.00 in donations, \$460.52 from Ray's and \$340 for membership. Expenses included \$112.96 for payroll expenses, \$407.89 for gas and \$171.26 for power. Ending balance for April was \$6,068.83. Amazon sent \$7.12 for book sales so the balance of the Friends' book account is now \$1464.90.

Heidi presented the May 2018 Treasurer's Report. The beginning balance was \$6,068.83. We had income of \$1015.86 and expenses of \$1111.68. We received \$625.00 in donations, \$100.00 in memory of Melissa Wright Bacon and \$90 for memberships. Expenses included \$472.73 for payroll, \$297.14 for youth projects and \$166.81 for power. Ending balance for May was \$5,973.01. There were no book sales in May, so the Friends' book account remains at \$1464.90. A total of \$214.95 was spent on books from the Raley's account; \$150 to Siskiyou County Library to buy more 2018 SRP books to be cataloged and \$64.95 for books we purchased. The Raley's account balance is now \$633.01. Betty moved we accept the April and May Treasurer's reports. Carol seconded the motion. **MC**

The Budget Committee met recently and came up with a proposed budget for 2018. The draft budget was discussed, and questions answered. Carol moved we approve the 2018 proposed budget and Betty seconded the motion. **MC**

Vestal Report: Betty reported that she, Barbara Whitworth, and Roz all attended the last Vestal Meeting on April 17 in Butte Valley. Neither Josh or Michael were there. The Vestal Bookkeeper talked about the Wells Fargo accounts. A decision was made to add another page to the report to show more details on the ups and downs of the various accounts. The next Vestal Meeting is July 17 in Yreka.

President's Potpourri: Roz commented that she took the history of the library from 2006 to 2015 with her to Tahoe to review.

Library Manager's Report: Paula advised that the Summer Reading Program has been her main focus and is currently underway. There are 23 children signed up so far. Weekly Storytime will resume the week of August 20th. Some local businesses have agreed to

participate by donating gift certificates towards weekly prizes. Businesses to date are McDonalds, Dotty's, Wildwood Crossing, Dave's Place and Five Mary's. Paula indicated she will be preparing for future Storytime activities, planning for the Writing Contest, learning of other events offered by the branches, and sharpening her KOHA skills. She stated that the Summer Reading Program will require a large part of her focus for the next 9 weeks and she hopes to recruit a few youth volunteers. She has some Junior High students in mind.

Paula purchased ten pairs of headphones: five for Etna and five for Fort Jones. An expense limit of \$500 for Youth Activities was agreed upon for 2018. After some discussion, it was agreed the final reward for the Summer Reading Program will again be \$5 in gold presidential \$1 coins. Paula also advised that she found the website fantasticfiction.com which lists the books an author has written in chronological order. Paula also requested that two additional administrative hours be added to her work week. She was told this was already on our agenda.

OLD BUSINESS

School Art Display: Carol advised she returned all the children's drawings to the elementary school last Wednesday. She asked the message be passed along that she will contact them after school starts to start picking up art.

Garden Project: Glen Gussman has been mowing the lawn and will also weed eat. More work will be done such as weeding as needed. Altha is maintaining the rock garden portion.

Membership Campaign: Roz advised we have received 45 renewals and 13 new memberships so far. We have received \$1900 including \$1320 in donations.

Scott Valley Chamber Membership: Carol contacted the Chamber by email. The response was that we are still a member, but no information was provided on when our membership is due next. We will pay for membership if we are billed.

Book Return Drop: The book return drop seems to be working well. The basket now has a foam pad in it and is positioned vertically in the drop box so the books will all drop into the basket. No additional action is needed at this time.

Painting of Handicap Parking Space & Ramp Railing: The City of Etna will re-paint the handicap parking space, but we are responsible for painting the ramp railing. Betty indicated she will check with the hardware store regarding the paint to use.

Library Manager Administrative Hours: After much discussion, Roz made a motion to add two administrative hours per week to Paula's schedule and Peggy seconded the motion. **MC**

NEW BUSINESS

Donate Button on Facebook & Web Page: A working donate button is not available on either Facebook or our web page. Carol advised that notes from last year stated that Donna May and Barbara C were looking into it, but it appears there was never a resolution. Betty advised there is a "Donate" button on Facebook, but it doesn't work.

Special Designation or Project Honoring Melissa Bacon: Discussed the possibility of naming our Friends/Meeting Room after Melissa Wright Bacon or doing something else to honor her memory. She was a big supporter of the Etna Library before she died, and her family asked that donations be made in her memory to the library. We will continue this discussion at our next meeting.

Donation of Books to the Community Book Boxes on Main Street: After some discussion and a reminder that we had previously decided to have books put in designated boxes for this purpose, it was decided to have Paula let Jan G. know that donations will be available in these boxes for her, and she may not pull books off the shelf.

Computer Replacement: Roz asked Michael about the rationale for replacing one computer a year. He explained it is a big expense to replace all the computers at once. The lifespan of the average computer is about five years. It is easier to replace one computer a year starting with the oldest one which was purchased in 2012 followed by the ones purchased in 2013 and 2015. It also helps IT keep things consistent. All purchases will be paid for by the various branches but ordered through the County IT Department. We will revisit this issue at our next meeting.

Michael stated that Envisionware is being rolled out in mid-July starting with Yreka and then the rest of the branches. Patrons will be able to log into the patron computers with their library card number and generally be limited to one hour. There will also be guest passes to use for people without a library card such as people off the PCT. Patrons will also be able to reserve a computer for 2-3 hours if they fill out a form. Printing will be easier as it will be released by the staff computer so there won't be a lot of unwanted printing.

Michael advised a list of book purchase recommendations can be sent to the County along with the funds we wish to spend. We can request missing parts of a series of books or DVDs and replace popular old decaying books. He stated the MOU is almost complete. The sticky point is the volunteers' background check. Not all branches can have background checks completed.

Meeting was adjourned at 2:40 p.m.

Respectfully Submitted,

Carol Williams, Secretary

Next Meeting: July 9, 2018