

**Friends of the Etna Library**  
**Monthly Meeting**  
**March 12, 2018**

**Present:** Peggy Whipple, Barbara Coatney, Betty Petry, Carol Williams, Heidi Carver, and Kay McKee

The meeting was called to order at 1:01 p.m. by Vice-President Barbara Coatney.

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

**Treasurer's Report:** Heidi presented the February 2018 Treasurer's Report. The beginning balance was \$11,557.35. We had income of \$6,411.94 and expenses of \$2,762.11. We received \$5000 from a private donor. Expenses included \$427.67 for payroll, \$426.65 for Workers Comp and \$1056.31 for propane. We were again charged too much for propane and will be receiving a refund. Ending balance for February was \$5,207.18 after \$10,000 was transferred to Stifel. Amazon sent \$9.34 and PayPal sent \$166.00 for book sales so the balance of the Friends' book account is now \$1362.52, after \$1500 was transferred to Stifel. The Raley's account donated \$50 to the writing contest so balance is now \$847.96. The balance in the Ray's account decreased to \$8364.80 with \$125.89 paid for subscriptions. Betty moved we accept the February Treasurer's report, and Carol seconded the motion. **MC**

Heidi provided a copy of her new contract with the raise to be signed. Barbara C and Heidi signed it. Heidi also provided a copy of the Treasurer's duties to be signed. Barbara C and Peggy signed it.

**President's Potpourri:** Barbara provided a written potpourri from Roz who was unable to make today's meeting. Roz provided a copy of the letter she sent to the BOS last month. She has spoken with Jerry Padilla who is interested in helping with a fresh planting of the white fence zone. He has a flexible schedule and his wife, Jana can also help with the plants. He can be contacted once we schedule a time for this work. A copy of the renewal letter to go out with the Etna water bill and to be sent to other members was provided for review. The Membership Renewal form will be on the backside of the letter.

Job duties for the Library Manager position were provided for review. It was decided to take out "train" under Volunteers. Under Maintenance, instead of "Maintain adequate supplies..." Contact the proper person when supplies are needed..." Barbara W. will train the new Library Manager and Sue T. will familiarize the person with the library. Roz noted she is planning to attend the libraries' Scott Valley Annual Writing Contest on Wednesday in Fort Jones.

Roz advised that our most important job for today was our plan for hiring of a new Library Manager. She noted Sari is willing to be part of the hiring committee. We need to advertise the position and develop an application and hiring process that will result in our getting the best candidate.

## **OLD BUSINESS**

**Old Printer:** Barbara C stated she forgot she was supposed to advertise the free printer and will do it soon.

**Garden Plans:** Barbara advised that Christy will come on Friday and do some trimming. Peggy and Betty stated they are willing to help once we set a date to do some gardening.

## **NEW BUSINESS**

**Review of Membership Renewal Letter:** No changes were suggested, but it was noted that past or current members not on the water bill list should be emailed, if possible, to save on postage.

**Plan for Advertising, Interviewing and Hiring of a New Library Manager:** Peggy stated she may have a copy of the application from hiring Teresa. She thinks it states certain things that the person must be familiar with such as the computer, Word, Excel, etc. Betty thinks she can locate a copy to give to Roz. Roz, Sari and Barbara W. will form the hiring committee. We will not advertise in the Siskiyou Daily News, but will put it on our website, our Facebook page, and other social media sites such as Scott Valley News. We will also post it in the library and provide applications. We would like the advertising period to be short, maybe 10 days, so we can get someone on board quickly. Hopefully, we will find someone that wants to work in Etna and Fort Jones and can probably advertise it that way. It may work when it gets to the interview process to do a joint interview with Fort Jones.

**Other Items:** Betty advised that changes to library fees and fines are coming in April. She will send Carol a copy of the minutes from the March 2 meeting in Yreka.

Peggy reminded volunteers that ZIP books that are returned to the library go in the bins to Tech Services. There should be a slip with the item. Barbara C. indicated the books are also stamped.

Peggy advised she is compiling a list of the types of things that some of the volunteers can do such as issuing library cards, cataloging, and checking in items in the Monday bin. Once compiled, then these volunteers will be able to train other volunteers so more duties are spread around.

Meeting was adjourned at 2:01 p.m.

Respectfully Submitted,

Carol Williams, Secretary

**Next Meeting:** April 9, 2018