Call to Order: President Clare Helminiak called the meeting to order at 1:05 p.m.

Roll Call/Verify Quorum: A board quorum was verified by Clare Heminiaik with Clare, Linda Quintero, Kathy Balasko, and Anne-Marie Kimbell present. Absent were Susan Shapiro and Sarah Sick. Also attending were Susan Herr, Mary Catherine Cole, Bev Lemes, Donna Harris, Cornelia Beach, Jewel English, and Debbie Neubauer.

Opening Remarks – Clare noted that we sent a nice e-blast to say we aren’t having Veterans’ Day celebration.

BARLD Report – Bev Lemes reported that they have moved their meeting date to 3th Monday. They plan to talk about logo options at this month’s meeting. Lori Mammen, as VP, is working on revamping some of their policies, including those pertaining to meeting rooms, and also is creating a background check policy. Trustees are in charge of the grand opening, scheduled for Sept 28, 2019. Ramiro Salazar, the SA public library director, will be the speaker. The evening before there will be a dinner for those donors who have donated more than 1000.00. Construction is ongoing, decisions being made constantly. BARLD thanked FOL for all the work in the Book Nook during the recent bag sale. Linda Quintero said Maria has put in lots of hours helping. Susan’s 10-year anniversary of being director is this month. They have given her a cake and an engraved vase.

Foundation Report – Cornelia Beach reported that the Foundation hasn’t met since the last FOL meeting, but will meet this Thursday. Peggy and Susan wrote a grant for 50,000 from McKenna for new audio-visual equip for new meeting space and have learned the Foundation will receive the grant. The Foundation has had a bunch of agencies present to them and they have voted to move the investments from Charles Schwab to the SA Area Foundation.

Library Directors Report – (no report yet; not due until Friday) Susan Herr, Library Director, reported that there is a lot going on, though. They have cleared most of stuff away from where construction begins this week. May be some space for a couple of the Book Nook shelves but not sure yet. No room for carts. Storage rooms are packed full, concerned about where to put some of the library carts. Will get tighter. Can’t do much with meeting room space until porch is poured. Susan believes we will have the two bi-meeting rooms until January. Susan has moved her office to room C. New equipment coming to Maker Space, as laser printer was part of a DIY grant and has now rotated to another library. Will be getting a laser printer rotating in but not sure when. Point of the grant is to test out the equipment and determine what the community would like to have permanently. Then possibly grant funds can be used to purchase (maybe BIG GIVE funds). Programming team goal for this year is to plan out about 3 months. Trying to decide when to put out a brochure ahead of time telling major programs, ongoing programs. They are offering the back page of this brochure to FOL, quarterly, so FOL can also plan and tell people when events, trips, etc. will be held. For 1000 printed, cost is $1249 per quarter.
Winter (Dec-Feb); Spring (March through May); Summer (June through August); Fall (Sept through Nov). The Foundation may also use part of the back page. Would still have monthly events on website. Would be 250 per quarter for FOL to use part of back page. FOL will discuss at budget meeting in Nov. 29.

Approval of October minutes: A motion was made by Linda and seconded by Anne-Marie to accept the October minutes as written. All voted in favor of accepting the October minutes.

Treasurer’s Report/Fundraising – Linda Quintero gave treasurer’s report. Linda met with Cathleen Thomas our accountant at Deviney CPA. Cathleen was doing our 3rd quarter financial report and wanted to review how we show the donor designated funds on our Statement of Activities. Although the donor designated funds are clearly shown on the Statement of Financial Position, there are only unrestricted revenues shown on the Statement of Activities. By accounting standards, we should show the funds coming in as donor designated and being released when spent. An adjustment was made on our reports similar to the way we used to report restricted funds. We now have separate accounts for Donor Designated Contributions and Release of Donor Designated Funds. Linda presented the official 3rd Quarter Financial Report and she also presented two versions of an executive summary of the quarterly reports. One showed unrestricted and donor designated and the other showed unrestricted with undesignated and board designated and donor designated funds. The executive summary will be used for internal board use. The board preferred the version that also included the board designated funds. Linda presented the executive financial summary for October. We have $118,600.97 in current assets, with $28,096.57 in board designated funds for the expansion. This included the $1627.50 received from S.T.A.G.E. for the benefit performance. We sold our last cookbook and since we started selling the cookbooks in 2012 have netted $2152.46. Our liabilities include the Visa bill for $1292.15 and sales tax $107.09. The Visa bill statement cycle ends on the 26 of the month so the statement bill is only $1238.56 of the $1292.15. The sales tax only reflects the tax collected on Book Nook sales. An adjustment will be made at the end of the quarter for sales tax due on bus trips. For the trips in Nov and Dec, the only taxable portion will be the restaurant bills. We will have to request a credit for the sales tax paid to the restaurant. The FOL has $56,704.53 in available cash. Since we have no fundraisers for the rest of the year, the only money earned for board designated funds for the expansion are tote bag and t-shirt sales. That will be a limited amount. Linda made a motion to take money out of our undesignated funds to raise our board designated funds to $30,000 for the expansion. Anne-Marie seconded the motion and all board members present voted to increase the board designated funds for the expansion to $30,000.

Susan asked FOL to send her a breakout of what we have donated towards the expansion, so she can make sure we aren’t asking other donors to double-dip. Original estimate for cost of teen furniture was around 32,000, so we discussed applying all of our (FOL) 30,000 to teen furniture. Our BIG Give donation this year (from FOL) was designated to teen furniture and was around 12,000. We are not specially designating the other 17,000+ but leaving it for library discretion (but for the expansion). Linda has put together a small reconciliation team to help with monthly statements and petty cash.

Communications:
We are sending a letter and a Thank you card to Keith at the Guadalupe brewery and a card for
Debbie Halsted after the recent death of her father. We received a thank you card from Jewel English; a thank you card from the Annex Crew for staff appreciation day; and a thank you letter from a church thanking us for a donation made in honor of a church member’s family.

Committee Reports

Grants committee: Karen Schmalz, Patty Akkola, Cornelia Beach, and Susan Herr have divided a list of potential sources of grants for each to do research on pertaining to the needs Susan has identified.

Bus Committee – There are two upcoming trips; the details were in the report. More than 32 scheduled for the next one but there is still room for more.

Electronic Communications - Linda spent time cleaning up Constant Contact information.

Hospitality – Chair needed. Kathy asked if we are still doing Dec children’s activities; Susan said she will check what is still planned and what needs are. Many are not going to be held due to expansion. Susan will remind them to let hospitality committee know if they need help.

Veterans’ day – No program this year.

Old Business:

Follow-up on the name change and voting by membership/ Form 424 – We may have to make a one-line change in our articles of incorporation about the number of members on the board. We could say “will be managed by at least five.” By-laws were changed at annual meeting in Jan 2007 to reflect the change from 7 to 5. Clare will review the documents. We are changing the member agent, Cornelia has signed the necessary document. We will get the form 424 completed and signed.

2019 Budget Submissions from committee chairs, Treasurer and MFPL – Budget meeting will be held Nov 29. So far, Linda has only received budget request from Bus Trip committee; needs the rest ASAP.

Nominating Committee—Donna Harris – Nothing new to report. Have two people who are interested who have sent bios. Will send e-blast out again.

Library Annex Utilities – Past minutes do not show that we agreed to cover additional months of utilities. We will be out of Minnie Stevens Piper funds when we pay the July – Sept bill. Linda made motion and Anne-Marie seconded, that we pay the entire bill, even though the funds won’t cover all. Total bill was 3278.34 (water, electric, security, cleaning). We have 1177.76 left from grant and will use this to pay the bill and also cover the rest from FOL funds.

New Business -

Big Give Registration and Committee – Linda Quintero reported that the Big Give will be March 28, 2019. She said that Suzanne Kratz recommended we put together a committee for this. If we are going to commit. We need to pay the 200 registration by Nov 14 if we want to participate in some of their trainings, etc. Susan Herr made the suggestion that we have a book sale that day. Anne-Marie made the motion that FOL participate in the 2019 Big Give; Clare
seconded, and the motion carried. Linda will pay the 200 and complete the necessary paperwork.

**Christmas decorations** – Clare asked if we will have any opportunity or place to decorate around the construction. Susan says there will be a bunch of plywood walls we can decorate.

Kathy suggested we let the teens paint the walls as a teen activity. Can start as soon as walls go up (probably end of this week).

**Preparations for annual meeting January 24 at 5 PM** – Will be held at BSB Activity Center.

**Friends Logo** – Will wait to see what BARLD logo looks like before redesigning. Will ask someone to design after.

**Calendar Review** – Annex lease is up at end of March 2019.

**OTHER** – We have to move out of the Friends Store room now. Donna is asking for help packing up and making decisions about what to keep. What we don’t keep will go to the Thrift Store.

**Adjournment** – Clare Helminiak adjourned the meeting at 2:25

Respectfully submitted,

Anne-Marie Kimbell
FOL Secretary

A motion was made by Clare Helminiak at the FOL Board Meeting on December 10, 2018 to accept the November 12, 2018 minutes as written. The motion was seconded by Linda Quintero. All voted in favor of accepting the September minutes.

Sarah Sick, Secretary

December 10, 2018