

Friends of the Clarksburg Library
Meeting of the Board of Directors

Tuesday, March 8, 2011--7:30 p.m.
Activity Room--Clarksburg Library

Present:

Ted Smith	Ken Pylman	Carole Viss	Karen Coffee
Darlene Webber	Stephanie Bogle	Kathie Merwin	Rachelle Frame
Saralyn Taromina	Lexie Clark	Becky Frame	Sara Ferguson

Call to Order and Review of Agenda, Election of Officers --Ted Smith

Ted introduced the new board members. Board election results:

- *Ted Smith-President;*
- *Vice President- Carole Viss;*
- *Darlene Webber- Recording Secretary;*
- *Treasurer-Saralyn Taromina;*
- *Director of Building and Ground-Kathy Merwin;*
- *Corresponding Secretary-Stephanie Bogle*

Approval of Minutes of January 11, 2011: *Approved as presented. Moved/Seconded/Passed.*

- *Minutes of the Annual Meeting of February 6, 2011 were presented for information purposes.*

Annual Budget Report and Adoption of Budget for 2011--Saralyn Taormina (with Input from Twyla Buzarellos)

Saralyn presented the Prof it & Loss, January through December 2010 Budget (attached to permanent records)and explained various entries.

Special Presentation: *Rachel Frame, Graduate student at CSUS, developed and introduced the new "Friends of the Clarksburg Library" web page. She showed multiple sub-pages available for users. It will be available for public use when the Board decides on a domain name. The Board congratulated Rachel of the job well done. Ted also mentioned that he is making application for YoloLink, which is an information and referral service.*

Representatives of Library--Sara Ferguson and Becky Frame

Sara Ferguson reviewed circulation trends for Clarksburg. She mentioned the "Read Off Your Fines" program for National Library Week in April, but extended in Clarksburg. Summer Reading program starts on June 1st and runs through August. A "Family-Place" Library (books, toys, activities) program is planned. Becky noted that visiting school classes are learning how to use different areas of the library.

Wine Tasting Event for 2011 Set Date for Initial Meeting of Committee for Wine Tasting Event for 2011 and Discussion and Possible Action on Suggestion for Registering "Wines of Clarksburg" as a Trademark

- *Ted suggested a preliminary planning meeting for May 10th.*
- *Trademark registration for "Wines of Clarksburg" is probably a designation of geographic origin, likely disqualifying it for trademark protection. However the Library Board has the common law trademark rights by having used it for some time. (opined by Elizabeth Yelland, local lawyer)*

Building Storage Facility

- *Boy Scout Troop 83 Eagle Scout Candidate, Devin Vlach, has offered to build the facility. Ted suggested a committee decide on the exact placement. Size is to be determined.*

Maintenance of Facility and Grounds, Including Potential Change in Janitorial Service and Report on Completion of Dennis Updegraff's Work--Kathie Merwin

- *Kathie reported that a contract with Rick Tillis, landscaper, is now signed. She mentioned a possible change in janitorial personnel. Board recommended an official timesheet. She showed off the new replacement windows for the bathroom and activity room. Ted stated that Dennis Updegraff doubled the library's "honor book" shelving capacity. Still outstanding is the proposal for handicapped accessibility for the bathrooms.*

Report on Need for Monthly Service from APEX Pest Control--Kathie Merwin (No Report)
Ted presented the most current bill from APEX.

Review of Contract for Use of Activity Room and Approval of Schedule of Fees

- *Ted handed out the current contract for the Activity Room use. He opened discussion regarding the fee schedule. Saralyn Taromina said she'd look at past usage and report it to the next Board meeting. She will estimate the cost of operation for the room.*

Progress Report on Adding Legends to Photos in Activity Room, Review of Peggy Azevedo's Report on Collection, and Decision on Storage of Film

- *Ted handed out specific information regarding the Photograph Collection (attached to permanent records). He requested that the Board think seriously about the archival process of retaining the photographs and making them available to the public. Ted suggested we consult the Yolo County Archivist. Saralyn will bring samples for individual picture descriptions.*

Recommendation on Offer from PG&E for New Touch-Screen Thermostats--Kathie Merwin
No Report

Progress Report on Securing Clarksburg High School's and Delta High School's Yearbooks as Reference Materials for Library: Ted indicated that Clarise Jonson (Courtland) has a 'complete' collection of yearbooks that she would willingly share with people individually, not corporately as in a donated display.

Review of Annual Insurance Policy with the Nonprofit Insurance Alliance of California, Including Report of Dividend and Approval of Fee for Increasing Liability Coverage from \$1 to \$2 Million: Kathie Merwin moved that Liability coverage be increased to \$2 million dollars, Saralyn Taromina seconded. Board voted to approve. MSP

Report on Problem in Securing Embosser of an Official Seal for FOCL: Ted stated he was unable to procure an embosser. He said he'd work on it some more.

Review of Approach to Take with Annual Fund-Raising Drive, and Set Schedule for Solicitation: Ted passed out copies of the May 2010 solicitation letter. He suggested the pledge form be inserted into a second community newsletter in lieu of a letter of solicitation. Discussion followed. Board approved.

Next Regular Meeting of the Board is scheduled for April 12th.
May 10th will be the first Wine Tasting Event meeting.
Both meetings will be at 7:30 p.m.

Meeting adjourned.

Respectfully submitted,
Darlene Webber
Recording Secretary