

Friends of the Fern Ridge Library
Quarterly Meeting Minutes
July 11, 2020
Virtual Meeting via Zoom
draft

Attendance: Pat Baron (President), Karen Andersen (Vice President), Bri Piccioni (Treasurer), Nora Weber (Secretary), Laura Blankenship (Library Liaison)

Call to Order: President Pat Baron called the meeting to order at 10:06 am.

Review of Agenda: No changes to agenda.

Minutes of April 18, 2020 meeting: The draft copy of the 4/18/20 Quarterly Meeting minutes was reviewed for approval. Pat requested a change under Financial to read that the Library Foundation, rather than the Friends, gave a check to the library. The title of the meeting will be changed from "Board Meeting" to "Quarterly Meeting." Nora will send revised minutes via email to the Friends Board. A motion was made to approve the to-be-revised 4/18/20 Quarterly Meeting minutes; motion was passed.

Correspondence: Pat received thank you emails from the scholarship recipients.

Financial: Bri distributed current financial reports for review and approval previously by email, including an Income Statement with a proposed Q3 grant to the library. The Board discussed updates to the amounts in each category to reflect the effect the Coronavirus closure is expected to have on income and expenses.

Income: Book sales provide most of our income, and we will not be having a May sale. Fall book sale status is currently unknown. The Everyday Sale Stand will be fully stocked for the library reopening July 13, so we can expect some income.

Expenses: The grant check to the library was lost, so a \$34 stop payment expense was listed under Operations for the lost check. We will need to renew the stop payment every six months. Many business checks state they are only good for a limited amount of time past issuance and Pat will look into this for our checks. Bri said the Library Board approved putting a levy on the November ballot to continue at the current rate, and Friends can contribute to the PAC cost.

A motion was made to approve the to-be-revised Financial Statements; motion was passed. Bri will send the revised Income Statement with revised Budget to the Friends Board to approve by email.

Bri reported that her side-by-side comparison using the QuickBooks program was successful and that QuickBooks was easier to use.

Bri reported that all reports have been completed, and taxes are filed.

Reports and Continuing Business:

Library: Laura said the library will be opening July 13 to the public with reduced hours and a continuation of curbside pick up.

Library Board: Bri said there will be two election cycles for the levy. If it doesn't pass in November, they will try a lower rate for the May ballot. The board is meeting biweekly about opening/closing times and shifts.

Library Foundation: Pat is working on a September printing of the annual newsletter; Friends gets about one page in the newsletter. Writers and Wine 2020 will be a virtual event. Ruby McConnell will present a video talk since not everyone will be able to stream it live with country internet. Writers and Wine 2021 – we've already reserved Deep Woods for Oct 3, 2021.

Fundraising Campaign for Fall – we usually go lowkey the year the levy goes on the ballot and will send annual fundraising letters after the elections. Funds will go to the endowment fund.

Book Sale: Fall book sale status is unknown. Vicki continues to sell books online. Library staff weeded the stacks during the shutdown, so there are plenty of books in the book sale room and for the Everyday Sale Stand. Laura says they are not taking donated books now or for the foreseeable future but may eventually take donations in the parking lot or by other method.

Membership: Bri says there are no changes to the membership roster. We are the first library to open in Lane County.

Scholarship: Pat says four scholarships were awarded and were part of the Elmira High School Virtual Awards Night. Fern Ridge Review ran a nice article in May.

Programs: On hold for the foreseeable future. We will continue to list this on future meeting agendas for discussion.

Outreach: Pat heard from Susan R. that the Veneta Harvest Festival is expected to be held Sept 12; she will check with Susan to see if it's still on.

Logo and Mascot: This is complete.

Rewards Program (Amazon Smile, Fred Meyer, Ray's?): Pat will be working on this.

Website: Pat will be working on this.

New Business: Nominations Committee members were appointed. Nora will head the committee. Pat will ask Vicki if she would be willing to serve. Pat reminded us that we have new job descriptions for our positions.

News and Info: Pat asked Bri what the status of the online Drop Box was. Bri says all financial information is in there. Bri will give us login instructions. When the library opens up again fully, Pat and Nora will set a procedure for signing the hardcopy minutes and putting them in the file/book. Pat will purchase a filing cabinet and attach it to the wall in the book sale room.

Future meetings: October 24 will be the date for our annual meeting, open to all members. This will probably be a virtual meeting. We will have elections, etc. Pat will give everyone a heads up in her Friends email and will mention that we will be looking for officers. She will make a separate announcement in Oct about the annual meeting. Bri made a motion to authorize the use of remote communication to vote by mail or email for the election of officers at the annual meeting. Karen seconded. Motion was passed.

Adjournment: The meeting was adjourned at 11:33 am.

Minutes submitted by Secretary, Nora Weber.