Friends of the Yreka Library

Fourth Quarterly Meeting

Wednesday, 4:30 pm, October 21, 2021

Yreka Library 719 Fourth St. Yreka, CA 96097

Board Officers: Matt Pastell-President; Alice Woodard – Vice President; Vickie Driver– Secretary

Board Members: Gerrie Cramer, Anne Finwall, Bob Evanhoe, Marianne Hotek, Judi Washington, Denise Whitman

Library Manager: Cindy Brown

Siskiyou County Chief Librarian: Michael Perry - absent

FOYL and Friends: Deborah Davis, Peg Boland

Opening - Pres. M. Pastell opened the meeting at 4:33 pm

Additions to the Agenda: Discussion of Unlogged Magazines, Discussion of Remote Locker System, Purchase of More Shelves for Juvenile and Juvenile Easy Books, Addition of Literacy Program to Agenda as a Standing Report and Literacy Program Staff as a Voting Member. M, 2, C.

County Librarian Report: C. Brown gave the report of Remote Locker System from materials emailed by M. Perry to entire board. M. Perry is proposing to install a remote locker system so patrons can pick up holds when the library is not open to the public. He is requesting $1,500 in matching funds from the Friends. The lockers will cost approximately a total of $33,000. The State Library will pay 80% and the County Library will pay $6,600. M. Perry proposes to install the lockers in the airlock on the Oregon St. side of the building. Wiring is already installed and a lock on the inner door. A camera directly on the lockers will be installed later. He proposes to keep the outer doors open from 7:30 am to 5:00 pm when County staff are present. The patron uses their library card to open the locker and when it is opened the items in the locker are automatically checked out to the patron. After MUCH discussion, a vote was called resulting in 9 in favor and 3 opposed. Two of the opposing votes wanted outdoor lockers to start.

Treasurer’s Report: R. Little – absent.

Minutes of the Third Quarterly Meeting July 2021: V. Driver reviewed action items. M, 2, C.

>People Counter Data. Prior to Covid, we averaged 150 plus people per day. After reopening to the public three days per week, we are averaging about 50 people per day. This summer, the Summer Reading Program, Book and Bake Sale, and several children’s events boosted daily numbers to about 100 per day.

>V. Driver was recruited to be a board member of the Vestal Fdn. and gave a brief report. We are well funded by a balanced portfolio managed by Joshua Wiley of Stifel Co. Total funds are $890,607.53 of which $738,363.62 are unrestricted. Yreka unrestricted funds are $160,019.64. Our funds grew at about 8% this year!!! There is also a Read/Literacy Fund with $10,636.63 that may be used by the Literacy Program.

>V. Driver Proposed to have an informal get-together at her house on Saturday November 5th at 3:00. Bring snacks. She will provide beverages. Volunteers, board members, interested parties, and significant others invited.

Library Manager’s Report: C. Brown. Report submitted and accepted.

>She also briefed us on the Library Council meeting activities.

>>Elizabeth Wohler, Children’s Story Time Leader, would like to start story time again as soon as possible. Children two and over will be required to wear masks. We are well stocked with child size masks. It will be an excellent complement to the Literacy Program.

>>The State ZIP Book program is being reorganized. Each library must reapply. We will know before Thanksgiving if we will be operational. Our $500 bridge funding is on hold in the meantime.

>>KOHA has been updated to purge any cards not used since 10/2017. Any charges on the purged cards will be removed. Patron must reapply for a new card.

>>County Board wants to know how the $1,000 gift was used. New shelves and Little Free Libraries.

>>Halloween Trick or Treat on Miner St. on 10/29 from 2:00 to 5:00. FOYL and Literacy Program will be there promoting our programs. Candy donations are needed.

>>Unlogged Magazines – Members will search for volunteers to assist K. Jones in backlog.

Literacy Program: Debra Davis gave us an update on her program’s activities. FOYL gave her suggestions for places to distribute the donated copies of “All That Is Essential”, a book about thoughts during COVID. The Literacy Program will be added as a permanent item on the agenda. A motion was made to add the Literacy Program person as a voter but not a board member in much the same status as the Library Manager. M, 2, C.

OLD BUSINESS

>CA Non-Profit Corporation and 501c3 Status – No action since July board meeting. A. Finwall proposed to have Art Gerd assemble the needed paperwork and then to pay a CPA or similar qualified person to file the application. Matt and Alice will contact A. Gerd. A. Finwall made a motion to hire a qualified person to file the applications for up to $1,000 and an additional $1,000 if needed. This person will also assist with annual filing. M, 2, C.

>August Book & Bake Sale – A. Finwall. We made about $1,200 in donations, $400 in bake sale and $800 in book sale.

>Eliminate Check Co-sign – Check co-sign is not required by the bank or our by-laws, but the consensus was that the board wanted to keep co-sign requirement.

>People Counter Data – See Minutes.

>Children’s Programs – See Manager’s Report.

NEW BUSINESS

>Raising Shelves in Juvenile Fiction Section – The shelves are very low and difficult for some of our shelvers to reach. There is room to raise the shelves but a wooden shelf over the open area is needed. D. Whitman found finished shelves that can be cut to size and purchased them at considerable savings compared to the cost of shelves made by the shelving company. She also purchased a saw blade for A. Woodard’s husband who will do the cutting to fit. Purchases were within the $250 limit.

> Purchase of More Shelves for Juvenile and Juvenile Easy Books – We are running out of shelf space even with gleaning of these sections. A motion was made to purchase two Juvenile Fiction shelves and one Juvenile Easy shelf for $5,000. M, 2, C.

>Reopening the Library – For the last week we have had a ‘soft’ unannounced opening on Monday, Tuesday, and Friday with about 50 people per day. Covid cases have dropped and continue to drop. By consensus, the board voted to open M-F from 12-3 starting the first week of November.

>A. Finwall proposed a roving bake sale to raise awareness of the Library’s opening.

>A suggestion was made to install a ‘Suggestion” Box in the library to find out what patrons would like for the library to provide. A. Woodard will work on it.

>D. Whitman will investigate more energy window coverings.

Closing – Pres. M. Pastell adjourned the meeting at 6:10 pm. M, 2, C.

Action Items taken November 20, 2021

The Board met on November 20, 2021 to take further action on items discussed at the Fourth Quarter Board meeting on October 21. Present were M. Pastell, A. Woodard. R. Little. V. Driver, C. Brown, B.
Evanhoe, A. Finwall, M. Hotek, K. Jones, and D. Whitman. Board members were already present to prepare for a Saturday children’s event.

Motion to provide funds for new window coverings for a Not to Exceed Amount of $4,000. State tax will also be paid by the Board in addition to the NTE amount. The funding covers all aspects of the window covering project including removal of old materials, all new materials plus valances and pulleys, and installation.

M, 2, C.

Motion to provide an additional $1,000 for one Juvenile Easy bookcase and two new Juvenile Fiction bookcases. M, 2, C.