** Friends of the Ridgecrest Branch Library**

 Board Meeting Minutes, January 18, 2017

**Board members present:** Sandy Bradley, Vicki Siegel, Carol Pearson, Charissa Wagner, Peggy Johnson, Roy Parris, Helen Ferguson, and Barbara Lupei. **Out-going Board Members and guests:** Bill Eichenberg, Vickie Schauf, Mary Anne Arnold, and Terri Middlemiss.

The meeting was called to order at 10:05 a.m. The agenda was approved. The minutes of the November 16, 2016 meeting were approved.

**Librarian’s Report:** Charissa Wagner reported the following:

* The next Pub Trivia event is scheduled for February 14 at 6:00 p.m. at Casey’s Steaks & BBQ. These events will continue on the 2nd Tuesday of each month. Teams are usually comprised of 3 to 5 members, but on Valentine’s Day there will be a couples competition as well.
* The summer reading program at Inyokern is in the planning stages. Terri will contact the school board about providing the location. It has been costing about $279 to cover air conditioning and janitorial services. Terri will recommend that they meet on Wednesdays so they can share some events with the Ridgecrest Branch.
* Charissa is still hoping to have Cordell Construction perform the installation work in the library. However, the insurance the county requires is expensive and companies do not want to pay it unless they know they have the job. The catch is, the county won’t consider a company that does not already have the insurance. Discussion ensued on whether this is a roadblock if the FRBL is paying for the work rather than the county. Further discussion with Chuck Cordell is planned. Roy suggested that Sandy take a list of projects to Mick Gleason to make him aware of all that we have been waiting for General Services to do. Charissa reported that General Services has said that the changing table requested for the larger bathroom does not meet with ADA compliance regulations. She asked who had expertise on ADA rules and Roy suggested asking Chuck Cordell when she talks to him.
* Vicki Siegel brought up the concrete tables and chairs, which also have not been approved by General Services yet. There is concern because the lawn is likely to be removed and replaced with xeriscaping. She pointed out that outdoor seating would be especially nice for people who need to use the wi-fi service when the library is closed.
* Furnishings from the technology grant are starting to come in. The county is not waiving the surplus rules for this project, causing further issues with where to store the excess used furniture.
* Digital literacy classes, also part of the technology grant, will begin in February and run through May. The classes will meet in the library each Saturday at 3:30 p.m. Four classes will be repeated each month. 1st Saturday: Computer Basics, 2nd Saturday: Setting Up and Using Email, 3rd Saturday: Word Basics (Microsoft Word), 4th Saturday: Mobile Devices and Downloading eBooks.

**President’s Report:** Sandy Bradley reported

* She provided an update on using an empty county or city building for expansion or storage space. They considered three options, the senior center, the public health building, and the Boys & Girls Club building. Building plans were not available for any of these spaces. These buildings are in rather poor condition and lack proximity to the library, so this idea has been put on the back burner for now.
* She asked a realtor to keep in mind that we might be able to relocate the library if a large enough space in good condition could be rented to the county for a long term at a very low rate.
* Further suggestions included 1.) a mezzanine – which had been investigated in the past and determined to be unfeasible due to ADA requirements for an elevator, 2.) using the annex as a maker space or for STEM programs if the school district would allow it, or 3.) placing a portable building in the dirt lot outside the library. Charissa mentioned that public use of a portable building for meetings or parties would entail a fee, just as the community room does.

**Treasurer’s Report:** Bill Eichenberg reported as out-going treasurer

* Bill provided the 4th quarter financial report, the financial status report for 2016, year-end reports for income and expenditures broken out by category and the 2017 proposed budget. The 2017 budget proposal was presented as an information item to be acted upon at the February meeting..
* He brought us up-to-date on the application process for CFC 2018. The requirement to apply through the OPM database comes with a few problems. The database does not work well and they require a $340 non-refundable application fee. This means that if they reject our application, they still keep the fee. They will also charge $20 to have our info printed in the brochure. On top of that, since we use the tax id number of the Kern County Friends, the funds may go to them. They would send us the funds, but there may be tax implications for them. Board members agreed that we would not file at this time. He reminded us that we would receive funds this year for the campaign run last fall. We also applied in fall of 2015 for 2016 funding.
* We are in the process for United Way funding, but have not applied to WACOM yet. Sandy will verify application dates and Barbara will send the letter. When their donations are announced, a board member must attend the banquet to accept the check. A letter of thanks will then be sent to the Daily Independent.
* Bill also mentioned that Alta One is charging $2 per paper statement, while online access to statements is free. He recommended setting up online read-only access for certain board members, particularly Helen so she can print the statements. All agreed. Those whose names are on the account will work on getting it updated.

**Vice-President, Book Sales Report:** vacant position

* Vickie Schauf, out-going VP, distributed the weekly sales summary.
* Sandy reminded us of dates for the Spring Sale: March 4 and March 11. By the February meeting she will be asking for sign-ups for sale volunteer time slots.

**Vice-President, Membership Report:** Carol Pearson reported

* 1 new member, and 33 renewals.
* The annual list of contributors who donated $50 or more (that is included in the newsletter annually) is up to 43 over last year’s list of 36.
* Terri will inventory book bags to see if we need to re-order. There are currently only navy in stock.

**Newsletter:**  Deadline for next newsletter – January 27, 2016.

* Sandy will write about the new board and the spring sale.
* Charissa will write about the new computer classes.

**Old Business:**

* Audit – Jerry Bradley and Mary Anne will meet with Bill and Helen to go over bank statements and treasurer’s reports to perform an audit for 2016. Their deadline is the April meeting.

**New Business:**

* Peggy reported that it is very difficult to find dates on some of the magazines sold in the book store/community room. She requested a single price for all magazines rather than a price based on publication date. All agreed with this request, but there was discussion on whether the price should be 25 cents or 50 cents. It was suggested that we go with 50 cents now, and if that does not work out well, we will discuss lowering it to 25 cents. Board members voted and passed a motion to make all book store magazines 50 cents.
* Sandy reported that Wal-Mart has application forms for donations that require stating a particular project the funds will support. She asked for project ideas that would be good for the application. A Little Free Library for Inyokern appealed to the board members. Terri offered to check on putting it at the park in Inyokern. Some felt it might be better in a homeowner’s yard so it could be monitored more easily. Another option suggested was funding to cover the Inyokern summer reading program.

**Adjournment:** The meeting was adjourned at 11:50 a.m. Members were encouraged to eat lunch at Pizza Factory to support the fundraiser. In 2016 this fundraiser brought in just over $500.

The next Board meeting will be **Wednesday, February 15, 2017,** at 10:00 a.m. at the Ridgecrest Library Community Room.

Respectfully submitted,

Barbara Lupei, Secretary