



**Friends of the Modesto Library
Board of Directors Meeting
6 September 2023
Modesto Library Auditorium**

Meeting called to order at 3:05 p.m. by President Denise Nordell.

OFFICERS AND DIRECTORS PRESENT: Anne Britton, Christine Brereton, Cande Brody, Marilyn Drew, Pat Glattke, Maree Hawkins, Judy Herrero, Denise Nordell, Pam Pallios, Cathie Peck, Judy Pierce, Julie Saugstad, Beverly Schlegel, Isa Wiechmann; and member Jody Omlin.

MINUTES of the June meeting were approved on a motion by Cande seconded by Beverly. A request was made that documents sent to board members use PDF format.

PRESIDENT’S REPORT – DENISE NORDELL

We have a solid plan for an ambitious – but achievable – 2024. FOML’s 50th birthday celebration is our opportunity to tell the library’s story to a wider audience. This we can achieve with our usual excellent planning and brilliant execution. But one area of focus that requires our attention above all others is identifying an individual to serve as Treasurer.

Timing is important, with a library capital campaign launching during our birthday year and plans in the works for an extended library closure beginning sometime in 2024. All of which needs to be managed so that the groundwork is laid for a renewed tax campaign in 2027.

With everyone bringing their especial skills to the party (literally!) we can be successful beyond even our highest hopes. Please think of ways you can contribute, perhaps even stretching the boundaries of your comfort zone. It will take all our Friends to make it work.

TREASURER’S REPORT – PAT GLATTKE

Total Assets: \$63,878.19

Donna Flanders, a retired CPA, is helping move FOML records onto Quickbooks after a review of current procedures and help developing best practices for cash handling, asset accessibility, etc. Reports will look different, but will provide all needed information as a 501c3 organization. It may also be able to generate membership reminders.

LIBRARY SUPERVISOR REPORT – SARAH DENTAN

Denise received information via email from our County Librarian because Chris Moreno is on leave.

Programs:

Volunteer Help Needed:

- The December Hogwarts/Winter Fantasy (yet to be officially named) is requesting volunteers from FOML, per Amber.
- Youth Craft Fair, October 14, also needs helpers per Christin.
- MakerSpace events including Pumpkin Painting per Allyssa. Details are not set, but expect to offer some sort of Gingerbread House Workshop in December. Volunteers will be needed to

pre-cutting graham crackers and filling baggies with frosting to make “kits” for easier assembly. There will be more details such as dates and times in the coming weeks.

- Halloween Story Time & Parade will be 3:30 pm on October 31. Cande and Amber have consulted and Children’s offered extra items in case of need. Because of the change in time from usual morning story time slot and other factors, the expected numbers are uncertain. Cande circulated a signup sheet during the meeting.
- An outreach Family Day at the Gallo Center the last Sunday of September includes Library participation and the intent is to give away leftover Día books and DOMO books.

Maree Hawkins’ earlier question about the Tomie DePaola drawing (which was displayed at the meeting) raised the question of ownership: FOML or Library.

The library is partnering with Opera Modesto and some fun programs are in the works for December & Early January.

MEMBERSHIP REPORT – ELLEN DAMBROSIO

Outreach to the goal of 200 members needs spreading the word, possibly at Farmers Market, to local clubs/groups and to friends, families and neighbors we come in contact with.

FINANCE

Approval of Bills and Quarterly Donations The first 2023/2024 quarterly allocation to Modesto Library [see attached] included funds for display supplies; the Winter Ball; Adult, Children’s, and Maker Space programming supplies and equipment; and the donation toward books for the collection to honor Pat Glatke’s long service to FOML.

ACTION TAKEN: After review, a motion by Anne with a second from Christine was approved to distribute the quarterly library allocation of \$5,400 and accept the report as presented.

Imagination Library of Stanislaus County Council was encouraged by the number of children the library was able to register to receive free books mailed monthly to their home. Anne reported that the council is requesting \$2,000 again and that the donation be made as soon as possible as the demand is high. Without new funding the library will be unable to encourage more registrations.

ACTION TAKEN: After discussion, a motion by Judy Herrero with a second from Pam was approved to distribute the donation immediately.

MODESTO LIBRARY CAPITAL CAMPAIGN – The upcoming improvements to the Modesto Library will be funded with a variety of public funding, both State, County and Library system. Additional improvements will be possible with a library capital campaign to cover those costs. FOML is proposing to establish a formal Library Capital Campaign during the year, 2024, leading up to the closure for the renovations.

Denise wants to hear from those interested in being involved in the one-year campaign of advocacy and fundraising for Modesto Library.

BOARD GOVERNANCE POLICIES

Conflict of Interest Policy and **Board of Directors Covenants** to be signed annually by each director were presented by Denise. On a voice vote the two policies were adopted as presented. [See attached.] The Secretary will collect, record and maintain the signed documents.

EVENTS/ACTIVITIES AND VOLUNTEER OPPORTUNITIES

- **FOML 50th Anniversary 2024** – FOML was established in 1974 so next year is a year of celebration. **CrabFest '24** on February 10, 2024 as a major fundraiser. Tickets will go on sale in October and FOML members are encouraged to solicit sponsorships and raffle donations and desserts for the silent auction.
- Other 2024 plans include a Readers Theatre for the March Annual FOML Meeting, which Maree will organize; National Library Week, Dia and a new Yarning with Friends display in April; a founder's reception/ice cream social in the summer; National Friends of Libraries Week and a 50/500/5000 mail campaign in October. The Newsletter Team will roll out features and promotional items are forthcoming.
- **National Friends of Library Week 2023** will include a staff appreciation day with snack treats as well as a Farmers Market booth.
- **Halloween** story time will be held in the afternoon on the 31st this year, instead on during the regular morning Wiggle Worms program. Cande has organized the trick or treat parade though the library.
- **Scholastic Book Fair** is set for November 8-13 for the in-person sale and November 8-21 for the online portion.
- **Barnes & Noble Book Fair** – Dec. 9 & 10 will generate cash versus gift cards this time.
- **Used Book Sale** will be as usual the first Saturday in May – May 4, 2024. Book donations will be accepted after the holidays.

CORRESPONDENCE/OTHER/ADJOURN

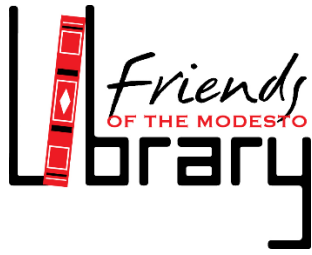
The next meeting is Wed., December 6 at 4 p.m.

The meeting was adjourned at 5:07.

Respectfully submitted 6 December 2023

Anne Britton, Secretary

Modesto Library Funding Request to FOML, 2023-2024						
Items Requested	Total Requested	Quarterly Meeting Date Funds Requested				Strategic Priorities
		9/6/2023	12/6/2023	3/6/2024	6/5/2024	
Circulation Display Supplies (Poster Board, Paper, Velcro, Paint, Dye Cutter materials, etc)	\$700	\$700				3.a
Juvenile Justice Center book club (YSO, Annie Snell)	\$800		\$800			3.b, 5.a
Modesto Dia Event (April 2024)	\$1,200		\$1,200			3.a, 3.b, 4.c, 5.a
Staff Professional Development trainings	\$1,600			\$1,600		2.d
Family After Hours Winter Program [Formerly Harry Potter event] (December 2023)	\$800	\$800				4.a, 4.c
Adult Programming (\$300/Quarter)	\$1,200	\$300	\$300	\$300	\$300	3.b , 4.a, 4.c
Childrens Programming/Crafts (\$800/Quarter)	\$3,200	\$800	\$800	\$800	\$800	3.b, 4.a, 4.b, 4.c
Books for County Fair (Susan Lilly)	\$400				\$400	3.b, 4.a, 5.a
Makerspace Programming and supplies (\$500/Quarter)	\$2,000	\$500	\$500	\$500	\$500	4.a, 4.c
Folding Tables (6)	\$400			\$400		2.a
Button Maker Kits - Makerspace	\$1,200	\$1,200				4.a, 4.c
Meta Quest 2 Oculus Virtual Reality Headset - Makerspace	\$600	\$600				4.a, 5.a
PAT GLATTKE APPRECIATION	\$500	\$500				
Totals	\$14,600	\$5,400	\$3,600	\$3,600	\$2,000	



BOARD OF DIRECTORS COVENANTS

(to be signed annually by FOML Board Members)

Friends of the Modesto Library (FOML) agrees to provide each member of the board with the following:

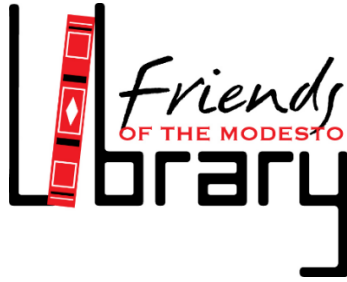
1. Ample notice of all meetings and minutes of board meetings
2. Relevant information to conduct your job as a board member, including bylaws, policies and job descriptions
3. Access to the FOML Executive Committee as needed for proper operation of the board
4. To the extent allowed by law, indemnification from liability for a board member's reasonable and necessary actions
5. Reimbursement for reasonable and preapproved expenses incurred in conducting FOML board business, such as reimbursement for supplies
6. Liability protection through FOML's insurance policy
7. Respect for your time and effective use of your talents

As a board member, I am fully committed and dedicated to the mission of Friends of the Modesto Library and acknowledge the following:

1. It is important that I, along with other board members, carry out the mission of FOML and safeguard its assets.
2. I will stay informed on the budget and fundraising through financial reports.
3. I will read and abide by FOML bylaws and policies.
4. I will attend and actively participate in board and committee meetings using fair, independent judgment and due care in conducting the business of FOML.
5. I will contribute to the financial well-being of FOML to the extent I am able.
6. I will be an advocate for FOML, the Modesto Library and the Stanislaus County Library system.
7. I will avoid all conflicts of interest with FOML and acknowledge any potential conflicts that may arise.
8. I will maintain confidentiality of FOML business as appropriate including information on donors.

Signed _____ Date _____

Adopted 9/6/2023



Conflict of Interest Policy

(to be signed annually by FOML Board members)

Purpose

The purpose of the policy is to protect the interests of Friends of the Modesto Library (FOML) by: (a) preventing the personal interest of board members from interfering with their duties to the organization and (b) avoiding any unethical financial, professional, or political gain on the part of such individuals. This policy does not replace any applicable federal, state, or local laws regarding conflicts of interest.

The policy applies to Board Members and Officers who can influence the governance and actions of *FOML*. This includes anyone who makes financial decisions or has proprietary information regarding *FOML*.

Board members are obligated to disclose the existence or potential existence of a Conflict of Interest as it arises. If the Board determines that a conflict of interest exists, they will take the appropriate actions to address the conflict. This may include prohibiting any Interested Parties from voting on any matter related to said conflict.

Board Members must sign a Conflict of Interest Disclosure Statement upon joining the board, and annually thereafter. The Board Secretary will collect and record the statements.

Acknowledgment

The signer understands what constitutes a Conflict of Interest and understands the procedure for addressing them, including their duty to disclose any known or potential conflicts of interest.

The signee agrees to abide by the procedures set forth by this policy for the duration of their relationship with *Friends of the Modesto Library*.

Adopted 9/6/2023

Conflict of Interest Disclosure Statement

I acknowledge the receipt of the FOML Conflict of Interest policy and declare these existing or potential conflicts of interest:

[] I am unaware of any existing or potential conflicts that could affect my ability to fulfill my duties to FOML.

Signed _____ Date _____