

**FRIENDS OF THE MODESTO LIBRARY
MINUTES OF A SPECIAL MEETING OF THE FOML BOARD**

July 27, 2009

MEETING

The meeting was held from 10:00 to 11:30 am in the basement conference room of the Modesto Library.

ATTENDANCE

Present: Anne Britton, Ellen Dambrosio, Jonaca Driscoll, Peggy Gardiner, Barbara Quinn, Charles Teval

Guests: Kathi Cohn, Susan Novak

Absent: Stella Beratlis, Joan Patterson, Tracy Sahn

Minutes taken by Ellen Dambrosio

1. **Minutes from June 3, 2008, meeting approved**
2. **Jonaca turned meeting over to Kathi Cohn to address critical juncture in the process of opening The Little Shop**
3. **Recommendations for Little Shop management team (one-year commitments)**
 - General Manager
 - Peggy Gardiner is interested but may not be able to respond to problems in a timely fashion; would prefer a co-general manager
 - Staffing Manager
 - Anne Holloway, nurse, volunteered
 - Merchandise Manager
 - Peggy suggested and will call Suzanne Staud
 - Kathi suggested and will call Di Jackson
 - Anne suggested and will call Kay Elson
 - Susan Novak suggested Melanie Wilkie, former SCFL employee; Anne will call for merchandising and/or purchasing position
 - Purchasing manager
 - Susan Novak suggested and will call Ellen Meyer, previous manager of Joseph Gregory
 - Susan Novak is willing to offer ideas of what to order
 - Marketing Manager
 - Anne suggested that FOML needs someone to market the organization; maybe the two positions could be combined
 - Kathi will call Clare Noonan, formerly of the Modesto Bee
 - Susan Novak suggested and will call Maree Hawkins
 - Who will do bookkeeping?
 - Peggy has agreed to do bookkeeping using Quicken; Jonaca will assist
 - Jonaca thinks books should be kept separate from other FOML money
 - Need bookkeeping procedures written (how to close shop; what to do with money since library cannot handle it; cash register needs cash each day)

- Install floor safe

4. Physical plant status

Stella, her sister (Deena?), Suzanne and Yuen painted most of the room; we looked at it after the meeting

5. Target opening date

- a. September 1, 2009, had been spoken of as opening day; now it seems too early
- b. New target opening during National Friends of Libraries week, which is October 18-24, 2009.

6. Adoption of new logo

Jonaca moved to approve the bottom logo with the italicized word "Friends". Anne seconded the motion. Motion passed unanimously.

7. Business plan

Discussion of regifted items being sold in shop. Decision made to amend business plan to include in vision "selected unused, regifted items." Even if we have a "soft opening," we agreed we should have available for sale a little bit of everything we intend to carry and not just school supplies or regifted items, for example.

8. Future Meetings

- a. The FOML Board meets next at 6:30 pm on Wednesday, September 2, in the basement conference room of the library
- b. The gift shop committee will meet Monday, August 24, at 10:00 am in the basement conference room of the library to discuss potential management team members and the vetting process for selecting them
- c. By Friday, July 31
 - i. Charles will see if Little Shop volunteers need to go through the same process as SCFL library volunteers
 - ii. Charles will ask Vanessa if there is any flexibility in the library rule of "no food or drink other than water"
 - iii. Charles will find out if it is possible to leave money here at night to stock the cash register each morning; could we leave it here for a week at a time?
 - iv. Everyone will contact prospective volunteers as outlined in item three above
 - v. Peggy will apply to City of Modesto for business license and will contact Franchise Tax Board; Jonaca will write check
 - vi. Ellen will contact Stella and ask her to email corrected copy of business plan to FOML board members and include "selected, unused regifted items"
 - vii. Jonaca will ask a CPA who works with nonprofit organizations if she would be interested in helping with our annual audit

Send answers to kathi.cohn@att.net by Friday, July 31.