

**FRIENDS OF THE AMADOR COUNTY LIBRARY  
MINUTES OF THE MEETING OF  
NOVEMBER 20, 2012**

**ATTENDANCE:** Helen Bierce, Janie Brown, Janet Caccia, Kati Corsaut, Larry Costick, Laura Einstadter, Sarah Hart, Ruth Miller, Gail Smyth, Elaine Sommer, Susan Staggs, Sandy Sullivan, Terri Works

President Janie Brown called the meeting to order at 9:00 A.M. There were no guests.

**MINUTES:**

It was moved by Ruth Miller, seconded by Kati Corsaut, passed unanimously to approve the minutes of the October 16, 2012 meeting.

**TREASURER'S REPORT:**

In Bonnie Toy's absence, Janie Brown presented the financial report that Bonnie had emailed to Board members. Janie noted the financial report show excess funds of \$22,000 and said she would like to discuss this amount under New Business – Computers.

**LIBRARY DIRECTOR'S REPORT:**

Laura Einstadter shared a California Public Libraries brochure titled "Emerging Story of California Public Libraries" that she received when attending the California Library Association conference. The brochure is a working model with the history of California libraries and seven points explaining the importance of libraries in local communities. Laura will order copies for fundraising and future budget hearings. Laura also noted that the Adopt-a-Book brochure is now available at the library and they will proceed with this program. The brochure will also be added to the FACL website.

**NEW BUSINESS:**

**COMPUTERS** – Janie Brown recommended that the Board consider the allocation of funds to replace all or part of the computers at the main library. The Jackson Library currently has 13 computers that are heavily used. Six of these computers have to be rebooted every day. The Board discussed with Laura the current status of the computers, monitors and keyboards and availability of other funds to support computer replacement. After much discussion, it was moved by Sandy Sullivan, seconded by Susan Staggs, unanimously approved to allocate \$6,500 toward the replacement of computers and monitors at the Jackson Library.

**BYLAWS** – A final draft of the Bylaws and Operating Procedures were previously emailed to Board members prior to discussion and approval at this meeting. The Board made final decisions regarding the annual year for officers and other minor changes to the Bylaws. The Board also changed the name of Public Relations to the Communications Committee and other clarifications to the Operating Procedures. It was moved by Susan Staggs, seconded by Gail Smyth, passed unanimously to approve the revised Bylaws and

Operating Procedures. The Board also requested that all documents such as these include a footnote date to assure the most recent copies are available for review and use.

**JOB DESCRIPTIONS** – Terri Works distributed draft copies of the Membership and Treasurer job descriptions. Terri noted that procedures for job duties are not included in the formal job description but, when available, are passed on and provided separately to new officers.

**PUBLICITY TRAINING** – Kati Corsaut spoke about the importance of Board members being able to speak about FACL activities in social situations, when called upon to speak in public, do radio interviews, and respond to questions about FACL. Kati offered to provide training to Board members who are interested and it was agreed to try to schedule this opportunity in February or March.

**PAYPAL AT BOOK SALE** – This item was carried over until Bonnie Toy's return. The Board agreed to research the availability and feasibility of options.

### **COMMITTEE REPORTS:**

The holiday party will be on December 18<sup>th</sup>, from 4:00 – 6:00 P.M., at the home of Susan Staggs. Susan provided a copy of the notice and a sign up list for the food pot luck.

**MEMBERSHIP** – Ruth Miller reported that we have a total of 369 members with one new member last month.

**BOOK SALE** – Terri Works reported a \$3,853 projected final profit for the Book Sale.

**NEWSLETTER** – The Board commended Katie Coursaut on the recent issue of the Newsletter.

**PUBLICITY** – Elaine Sommer reported that the Ledger Dispatch will probably be raising the \$480 per year rate for Gold Membership. The Board recommended we continue with this program as the 2012 ads were well placed and appeared very effective.

**BOOTS & BOOKS** – Susan Staggs reported the committee is on track with plans for the Boots & Books fundraiser. Susan passed out posters for distribution by Board members. She also passed around a copy of the assignment sheets and discussed job assignments.

### **OLD BUSINESS**

Janie Brown thanked everyone for attending and helping at the Library Appreciation Event for Laura Einstadter on November 11<sup>th</sup>.

The meeting was adjourned at 10:39 A.M.

**NEXT MEETING:** Tuesday, December 18<sup>th</sup> from 4:00-6:00 at the Staggs' home

