

CULVER CITY FRIENDS OF THE LIBRARY
Minutes of February 22, 2007 Board Meeting
Culver City Julian Dixon Library

Prepared by Elaine Hirohama

I. MEETING CALLED TO ORDER by President Alan Corlin at 6:35 p.m.

Attendees:

CCFOL: Alan Corlin, President	John & Nancy Kuechle, Membership
Sharon Zeitlin, President Emeritus	Kevin Commins, Vice President
Sandi Levin, Publications Chair	Wayne Pulliam, Book Sale
Gayle Smashey, Treasurer	Elaine Hirohama, Member

Library Staff:

Laura Frakes, Gwendolyn Stevens, Jessica Henderson

II. READING AND APPROVAL OF MINUTES:

Secretary Lauren Mead was absent, and the January minutes will be approved at the next Board meeting.

III. REPORTS:

A. Secretary's Report: Deferred to next Board meeting.

B. Treasurer's Report by Gayle Smashey:

Opening Balance: \$63,331.72; January Receipts: \$3,775.86; January Payments: \$3,624.74. Ending Balance: \$63,482.84, Total Account: \$80,982.76

February Booksale: \$2,640. Installation Dinner not yet tallied.

Inquiry by John Kuechle to deposit more money into interest bearing accounts. Discussion followed.

MOTION by Sandi Levin and SECONDED by John Kuechle: To transfer all but \$15,000 to interest bearing accounts (at least two separate accounts with different maturity dates) for not longer than six months. Gayle Smashey is authorized to open and deposit accounts for the Friends with assistance from John Kuechle. MOTION UNANIMOUSLY CARRIED.

C. Book Sale Chair's Report by Wayne Pulliam.

February book sale went very well. Three new volunteers, in addition to Steven Wieber, assist Wayne in the Book Room. Donations are still strong. Good quality books are separated and stored in the shed. Next book sale is on April 14, 2007 (same date as County-wide sale).

Sandi congratulated the pre-sort team. The February sale was well-organized with many books despite having a book sale in December.

Laura has set aside the Multipurpose room on the evening of April 12 and all day on April 13 for sorting of books. She suggested that the Friends look at a website called www.addall.com for value of books.

Wayne will investigate obtaining a handheld scanner which will give the value of certain books. He will pay special attention to art and photography books as they are more valuable.

D. Membership report by John Kuechle. There are 375 plus members who have not paid dues since at least 2005, and another 100 plus members who are a year delinquent. Three hundred members are current. He will include a renewal letter in the March 2007 newsletter to remind the delinquent people to renew. If there is no response, he will then send a postcard. If after these two attempts, people do not renew, they will no longer receive the newsletters. John estimates the cost for membership renewal notices will be \$200 (postage, postcards, stationery) and requests authorization to proceed.

At the February book sale, Sandi provided free membership to those individuals who purchased \$100 or more books. John and Nancy attended the Westchester Symphony concert (CCFOL table) and got one new member and two renewals.

MOTION by John Kuechle and SECOND by Sandi Levin: To authorize the expenditure of \$200 toward membership renewal notices. MOTION UNANIMOUSLY CARRIED.

E. Program Chair's Report. Sandi gave a report and distributed a calendar of events for the year. The goal is not to do so many fundraisers, but to conduct five instead of four book sales. Book sales are less labor intensive and not much money is raised at fundraisers. Neil Tuthill, kite demo speaker, will be the April "Get Caught Reading" spokesperson and Wayne Pulliam will be the September "Get Caught Reading" spokesperson.

MOTION by Sandi Levin and SECOND by John Kuechle: Approve the tentative calendar of events. MOTION UNANIMOUSLY CARRIED.

F. Publication Chair's Report. Sandi reported the next newsletter will be going out in late March. She requests everyone write a one-paragraph summary of events for the newsletter. Elaine will write an article about the Installation Dinner. She needs articles about the Book Sale, Rhythm Child and the upcoming March events.

John noticed that many events which are conducted by the Library are not in the Friend's newsletter. He suggests that they should be included in a calendar of events. Jessica will send the events to Sandi.

G. Librarians' Report. Jessica requests the Friend's help to find a volunteer to do a Teen Craft program. One afternoon per month for 100 plus teens who are very

active (teens don't like to sit still). Librarians already offer a variety of activities: game day, book club, snack, and monthly talent show.

Librarians are short-staffed between 3-5 p.m. In the past, YMCA partnered with the Library and conducted Y-University. There was mixed response from the City's Parks, Recreation and Community Services Director, Bill La Pointe. Bill told Sandi he had no resources. Sharon received favorable response from Bill. Parents of these teens don't participate in the City's programs because they do not want to fill out forms and be accountable. The Library does not turn anyone away, teens can remain anonymous.

Friends will follow-up and find other avenues. It was suggested the we call Barbara Silverstein of RSVP (Retired Senior Volunteer Program) or Volunteer Center of America. Wednesdays are the worst day because the elementary school gets out early. Kids from 7-15 years of age come to the Library.

Homework Center rules are being strictly enforced. Jessica's two areas of concern are safety and that the kids be taught something since they are already at the Library. Nancy is willing to work with staff.

Laura requests flexibility in stipend given to the Librarians. She is not asking for more money. Currently, \$1,100 is allocated monthly, \$13,200 annually, in the following manner:

\$300	Adult Books	\$200	Audio Visual
200	Young Adult	200	Petty Cash
200	Kids		

Jessica purchases items that are not available from Baker & Taylor or Amazon. She purchases items for the book club, Judaica magazine, display case items or gift cards for the Talent Show. The suggestion was made that Laura meet with her staff and return to the Friends for reallocation of the stipend. The main criteria are the money be spent on the public and not for cleaning supplies, etc. Jessica will include a wish list for periodicals and other literature which are not available in Baker & Taylor and send it to Sandi for inclusion in the next newsletter.

Laura went through a list of items: Donation to CCFOL in the name of Gerry Sallus; CCFOL cabinet key is found; Shakey's fundraiser (idea for CCFOL future fundraiser); Woody's books; Pre-paid envelopes given to Friends; Alan to repair chair; Donation box broken; Need someone to purchase cake for March 6 Storytime.

Alan attended the All Friends Exchange on February 11, 2007. He said we had the best display boards and laptop presentation. He could have sold all the extra cookbooks.

IV. UNFINISHED BUSINESS

A. 2007 Programs (already provided by Sandi).

B. 2007 Installation Dinner comments. Gwendolyn was disappointed Brent Hatch did not speak. He will be rescheduled later in the year for a Saturday program. Otherwise, there was favorable response.

C. After school snack program funding. Sandi stated that she missed the last meeting at which time this matter was funded. She is committed to helping the library with fixing a problem, but did not believe providing snacks was a way to solve the problem. Laura reported that the police were called to the library three times in February.

V. NEW BUSINESS

A. Formation of a "Donation" committee. This item will be deferred to March. Sandi reported that 90% of the contributions for the fundraisers were due to Sharon's efforts and her contacts. This task needed to be distributed to the Board.

B. Culver City Reads 2007—Sandi reported we are late in choosing a book and movie. The Culver City Fire Department, Sony and the Culver City News are committed to supporting the program again. "Stuart Little" was suggested by Sony. The book is good, but the movie is not. Additionally, there are no characters or tie-ins. Gayle suggested "Every After" and "Cinderella" as the book, but concerns were raised that it would only appeal to girls.

Sharon suggested the classic book and movie, "Tom Sawyer", since the movie was filmed in Culver City. The Board authorized Sharon, Alan & Sandi pursue this film with Sony.

C. & D. "Movie in the Park" & Health permits for "Movie in the Park". Alan completed the park permit for August 18 and will need to go before the City's Committee on Permits and Licenses. He is also pursuing the health permits.

VI. OTHER

Kevin Commins collected 50 boxes of books from the Turning Point School book drive. Students and their parents sorted and donated books to the Friends. The Board thanked Kevin for his effort and time.

First Annual All Presidents Meeting on Saturday, February 24. Kevin will attend.

Kevin, Wayne, Steven and John were thanked for sorting the books prior to the February Book Sale. Their time and effort made that sale go very smoothly.

MOTION by Kevin Commins and SECOND by Wayne Pulliam to adjourn the meeting at 8:00 p.m. Next meeting of the Friends will be on Tuesday, March 20, 2007, at 6:30 p.m.