** Friends of the Ridgecrest Branch Library**

 Board Meeting Minutes, March 15, 2017

**Board members present:** Sandy Bradley, Peggy Johnson, Carol Pearson, Roy Parris, Vicki Siegel, and Barbara Lupei. **Library Administrator:** Charissa Wagner, **Guests:** Brent Palmer (FRBL web master)

The meeting was called to order at 10:12 a.m. The agenda was approved. The minutes of the February 15, 2017 meeting were approved.

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

* She could use a volunteer to help score tallies for the Pub Trivia at Casey’s Steaks & BBQ on April 11th. Volunteers are also needed for the Children’s Fair on April 22nd between 10 a.m. and 2 p.m.
* She passed around the “fidget boards” constructed for the children’s room during the March Teen Tech Week meeting.
* Children’s Book Day will feature two local authors of children’s books, Terry Pierce and Julianne Black. The event will take place on Saturday, April 1st at 10:00 a.m. The authors will have books for sale after the presentation with a percentage going to the Friends. Vicki Siegel volunteered to handle book sales for this event.
* No further news from Cordell Construction on the insurance situation. She will email them again.
* Furnishings from the technology grant continue to come in. The wired collaboration table that includes outlets has been set up. The benches arrived but unfortunately these are not wired. The county is looking for a solution to provide power to the benches. Four older chairs being excessed will be shipped to the Rathbun Branch of the Kern County Library System. Still to come, a quick-charge station that accepts multiple types of plugs for charging different types/brands of devices.
* The digital literacy classes have been drawing an average of two people per class.
* Update: There is apparently no cutoff for the credit card usage, so it should not be a problem to get the items needed through the county. (Side note: I do have it in writing via email that there is no cutoff where they stop using the credit card.)
* A visit from the Black Daggers, an Army parachute team participating in the air show, was offered to the library at the last minute. She was able to accommodate them today at 1:30 p.m. Children are getting out of school early this week so they will be able to attend.

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

* A group of local independent consultants representing four different brands and products will host an open house on the base from 9:30 a.m. to 5 p.m. on Saturday, March 18th. They will donate 50% of their profits to the library for purchase of STEM materials.

**Treasurer’s Report:** Sandy reported for Helen

* She distributed copies of the audit report for 2016 and answered questions.
* Peggy had questions about the report she prepares for the sales room. After discussion, she offered to update the form used by volunteers to specify purchases of non-book items such as bags, t-shirts, and note cards.

**Vice-President, Book Sales Report:** vacant position, Sandy Bradley reported

* She did not have exact numbers yet, but believed the sale took in approximately $3,419 including $115 for memberships (new and renewals), $96 for t-shirts and bags, and $20 for notecards.
* Lessons learned: the volunteers were excellent, but some showed up at the wrong time despite email reminders the day before.
* Comments from customers:
	+ One person would prefer board meetings to take place in the evening,
	+ A couple people mentioned they would like the sales to take debit or credit cards.
	+ One person would have liked the t-shirts to come in children’s sizes.
	+ One person was interested in a bag until he saw that it was made in China.
* There was a brief discussion about using Square to allow debit/credit card usage at the big sales especially. This would require extra training for the volunteers OR a dedicated group of volunteers to run Square transactions. The library does own an iPad that can be used to run Square, which could be lent to FRBL for the big sales.
* Dates for the fall sale cannot be selected until we have a new board member or a volunteer to chair the sale.

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

* Since our last meeting there have been 5 new members and 23 renewals.

**Newsletter:**  Deadline for next newsletter – April 28, 2017. Sandy will write about the book sale. Barbara will provide photos of the sale. Charissa will write about events and new furnishings at the library.

**Old Business:**

* Sandy spoke to the assistant manager at Wal-Mart to follow up on our grant request. He said he would take our request to the upcoming meeting where all of the requests will be discussed.

**New Business:**

* Examples of a revised membership application form (tri-fold brochure) were handed out and discussed. Valuable feedback was provided. Brent agreed to add the by-laws to the web site and Roy said he could provide an electronic copy of the by-laws. We also discussed adding logos for our business sponsors to the web site. Barbara will incorporate suggestions into the brochure and have 100 printed.
* Sandy said she is developing letters to businesses and organizations as an additional fundraising tool. These letters will include a list of projects they can choose to support. This year the projects could include Little Free Libraries, vending machine libraries, and/or an electronic marquee to place on the corner of Las Flores and China Lake Blvd. (Permission from the county would be required to place the marquee in that location.)
* Roy asked what would be the next step in investigating the possibility of expansion of the library. Charissa plans to ask Chuck Cordell for estimates.
* The xeriscape transformation the county has done outside the nearby buildings was discussed. The results do not look very inviting or appropriate for the library. Brent said he would check in with the IWV Water Board to get more information on their grants for xeriscape transformations.

**Adjournment:** The meeting was adjourned at 11:55 a.m. Members were encouraged to eat lunch at Pizza Factory to support the fundraiser.

The next Board meeting will be **Wednesday, April 19, 2017,** at 10:00 a.m. at the Ridgecrest Library Community Room.

Respectfully submitted,

Barbara Lupei, Secretary