



# Minutes from General Meeting: 2010

Friends of the Library meeting, Friday, September 3, 2010

Meeting was held at the Library Commons at 4:30 p.m.

Attendees:

Ed TePas

Diann Simmons

Betsy Brown

Lew Chichester

John Marshall

Rachel Borum

Carol Borden

Madeline Daughton

Gus Evans

Joe Gauder

1. The meeting was called to order by Ed TePas
2. There were no introductions
3. The minutes of the August 6th meeting were approved.
4. Discussion about Handicapped parking wheel stop

There was a complaint that the wheel stop in the handicap parking spot is a trip hazard. The space is set up per the State standards. We will look at what we can do to mitigate the problem. Perhaps painting the wheel stop with stripes will help.

5. Families Book Report

Ed spoke to Vonnie and Sarah about our plans to lower the price for the "Families" books. Ed has put the books on Amazon, but there haven't been any buyers. Madeline suggested speaking with the Book Juggler in Willits.

7. Committee Reports

Fundraising.

Fundraising: Blackberry Festival. Footrace. - Booth at BB Festival yielded \$428. Many thanks to all who helped out!!

- The Friends will host New Orleans Night on Sunday, October 17. Bruce Heppler has been primarily responsible for organizing this event. He has secured donations from locals to bring a Dixieland Jazz group from the Bay Area. Plans are being made to have a Southern style meal catered by the North Fork for the event. Tickets will be \$20 per person and will be sold beginning later in September.

- We are planning a newsletter/fundraising appeal to be distributed in November  
Total donations from event sponsors=800.00 (1300.00 after/ if Noel Manners gives their 500.00)  
Total registration revenues; \$630.00 58 participants (up from 40 last year, about average for previous 5 years)  
Total income: \$1300 Minus \$153 expenses=\$1147 for the Friends of the Library

Diann pointed out that we may have to clean the back room to have enough room to serve food.

The Friends of the Library agreed to sponsor an event on September 17th – a Local Native Poets Reading. Jes-

sica Smith and Linda Noel are scheduled to read and other folks will read poems from other local poets.

Betsy will work on this event and will put out publicity for the website, the email list and send to Carol to post on the Facebook page.

There was a discussion about how to publicize events at the Library Commons. Carol volunteered to post the Community Room Schedule.

#### Site committee

Betsy reported that we own the building free and clear. The last mortgage payment was sent to Richard Wilson in August. Richard Wilson generously donated half of the interest payment back to the Friends.

Lew reported that we have had some site committee meetings to go over the plans sent by the engineer. He has given the revised site draft plans back to the engineer with our changes. Most importantly, the scope is just to the edge of the fence line. There will be 40 feet of new sidewalk and a 25 foot wide covered patio for much of the length of the building. There will be a new pump house. The plans also include a new opening in the block wall to allow access to the new patio. We hope to have the plans back soon.

Diann suggested that folks are interested in landscaping and they might form a committee.

#### Grant Writing committee

Diann reported that the USDA rep came over on Wednesday. Everything looks great and the USDA rep was delighted. Diann thanked everyone for helping put the last items in order. Diann turned in a kitchen grant application to the USDA. There was a good collaborative effort for the kitchen and the plan will give a great space. She will apply in October to the JM Long Foundation for a grant to complete the kitchen and parts of Phase 2.

#### Website report

There was not much to report. John appreciates when folks send things in. Joe and John will have something on scheduling for the website for next meeting.

#### 8. Rachel's Report

Mel told Ed that the hours of operation will remain the same through winter.

Rachel reported that the stats are steady. She doesn't know when the Horizon system will be coming.

Dinah is back and Rachel thanked the volunteers for doing wonderfully at cleaning.

Rachel was awarded a scholarship to attend a training in Colorado. Good going.

Rachel presented a budget for supplies and books that the County isn't supplying. A motion passed to approve the budget and to review future needs when they come up.

Rachel's full report is below.

#### September 3, 2010 FRVPL meeting

##### Librarian's report

Monthly stats remain steady with almost 800 materials loaned. Our volunteer hours increased slightly, however Maryjane Racette will reside back in Arizona until next summer which we will miss the extra help! Thank you Maryjane and all of the rest of the steady volunteers! Internet usage was a bit lower since the youth started school again, but other patrons are finding the computers available. I have not added much material in anticipation for Horizon (which I still have no estimated time of arrival).

I want to add a currency rate info sheet for the travel display case. Another patron suggested we have world travels night to speak about personal travel experiences.

I received a scholarship from California State Library for the ARSL conference in Denver on October 13-16th. Judith Kayser from Fort Bragg is also a scholarship recipient and will be attending.

Videophone will be installed in the media room after Labor Day.

At the branch manager meeting last month in Ukiah we meet with CEO Carmel J. Angelo. We mostly discussed issues regarding the FY 2010-2111 budget. For more info see [http://www.co.mendocino.ca.us/administration/pdf/2\\_-\\_Department\\_Visits\\_Recap.pdf](http://www.co.mendocino.ca.us/administration/pdf/2_-_Department_Visits_Recap.pdf)

Budget hearings occurred this week. Mel and Donna attended.

Dinah is back. What a relief to be done cleaning! Thank you again Diann, Pat, Kristi, and Shakti for coming through for us!

I have a fill in employee named Ingrid Johnson, a long time volunteer in Ukiah. She has 16 hours of approved training with me, yet to be scheduled. She is available within 24 hours notice. The County has been very helpful in providing more support.

Snap Shot for California Libraries: Ideas...John

Hotspot was installed by Willitsonline. The connection is not as powerful as before, so there is not much usages outside during library closure. Many patrons have been disconnected many times and have been discouraged with this new service.

Library hours will not change. We will continue thru Christmas with these hours. Mel stated the need to establish a set time for one year to see what the patterns are.

Terra Black at Coast Community Library in Point Arena and I will trade branches sometime in the Spring for about three days. Other Branch managers are doing the same and are learning improvements as they see fit.

Library supply and book budget proposal 2010 (for Friends budget)

Supplies

Supplies (\$2,000/year):

Pens/pencils/sharpiers

Book covers

Sticker labels (classification, color coding, genre, etc.)

Paper (copy machine & printer)

Printer ink cartridges

Demco book tape

Stamps

Sign holders

Cases for DVDs & CDs

Post-its

Calendar/planner

Magazine covers  
Index cards  
Program preparation and supplies  
Special supplies for Horizon (needed for all books in collection):  
Spine stickers  
Labels  
Barcodes

Book budget (\$2,000/year)  
(\*In comparison to what the county has provided in fiscal year 2009-2010)  
Standing order with Gale for LP (4 bestsellers/month)~\$102.00/month  
Magazine subscriptions: \$208.31/year (flexible to change subscription titles)  
Leaves ~\$567.00 for collection development in all other genres

9. The next meeting is scheduled for October 1st.

10. New and Unfinished business

We discussed scheduling and publicizing events. These are “works in progress” and we will revisit these questions.

11. The meeting was adjourned.

These notes were taken and written up by Betsy Brown.

Friends of the Library Meeting, Friday, May 7, 2010  
Meeting was held at the Library Commons at 4:30 p.m.

Attendees:

Ed TePas

Diann Simmons

Carol Borden

Rachel Borum (after closing library at 5:15)

Madeline Daughton

Curtis Dightman

Joe Gauder

Lew Chichester

Gus Evans

John Marshall

Dean Meyer

Michael Mills

Pat Sobrero

Barb Wyre

1. Ed TePas called the meeting to order and presented the agenda
2. There were no introductions.
3. The April 9th meeting minutes were approved.
4. Board of Supervisor’s Meeting

The Board of Supervisors has booked the Community Room for its August Meeting.

#### 5. Librarian's Report:

(Rachel's report came after the Committee reports, as the library was still open.)

A motion passed (Ed, John 2nd) to allow Rachel to initially spend \$250 and thereafter receive \$50 dollars a month for the purpose of purchasing used books for the library, once she is ready. (Rachel states that processing the backlog of Horizon Books is a greater priority now.)

Last month, Rachel added 360 new books to the collection. That is three times as many as last year at this time. The new "Horizon" books are currently shelved under the educational display.

We may be getting Horizon up and running as early as July.

Rachel reports that she has received help from several volunteers this month, and wanted to recognize the work of two young volunteers, Katherine Osborne and Tabitha Powell. Katherine is 9 years old, comes in often, and has been extremely helpful in many ways.

Rachel's lunches have been covered since Diann's plea went out.

Emily has stepped up to help coordinate the volunteer program. She has experience in this area and brings lots of enthusiasm to the project.

Rachel has realized that as important as volunteers are, they can't be expected to take the place of an employee. Several people have discussed the possibility of the Friends building a fund to help pay for some part time help, but at this point there appear to be too many concerns on the part of the County to go forward with this plan.

We have a work order in to the County for Tech Support for some of the computers.

There have been lots of lay-offs County-wide due to the budget crisis, but so far no further cutbacks for our Library have been announced.

Baker and Taylor book orders have begun coming in (Native American books ordered with grant money) and are being processed. Rachel is very pleased with the quality of the selection.

Use of the library has gone up since the move.

#### 6. Discussion of how Committees should function lead by John

There is a need for consistency in how we present and make information regarding the Library and Committees available to people who need to access it, and ensure communication between the folks involved in heading up various Library Committees and the public. Committee and contact information on the website needs to be kept current, and committees would benefit from a consistent style of action. John has enlisted the help of Barbara Youngblood who will put together a style guide for the website, announcements, etc.

#### 7. Current and future rental/use of the Community Areas

The Community Room has been available for use for a short time. Joe has been Scheduler. He reports the job entails dealing with many aspects of the building: the booking of the room, opening and closing for events, emergencies (e.g. a broken sewer line), communicating with renters, etc. Diann mentioned the loss of a piece of artwork and mentioned the need for a somewhat extensive checklist to be gone over at the opening and closing of the room. Maintaining the Community Room involves more than what we can reasonably expect from a volunteer, and the possibility of having it become a funded position was brought up. The Site Committee, with input from many folks, will discuss this and bring possible solutions to a future meeting.

#### 8. Footrace update

Dean Meyer is coordinating our 28th annual Footrace this year. We need volunteers the morning of the race, August 22nd. Fliers will be going up around the county, and announcements are already posted on allsportcentral.com and runnersworld.com. Proceeds help the library.

#### 9. Committee reports

Fundraising: John Gruey is organizing a dance at the Commons on May 15. This is a fundraiser for the Library.  
Site Committee: Lew gathered up past proposed plans and met with the Engineer. The proposal that resulted is within our budget. Lew has given them the go-ahead to develop plans to take to the county.

There have been complaints about the noise from the vent registers. They are noisy because of the volume of air moving through them. Adding more registers to reduce noise would be prohibitively expensive.

The current Art Show will be coming down at the end of May, some staining and touch up work will be done between shows.

Grant writing:

Diann has had a conversation with the USDA Rep. regarding plans for the kitchen and is encountering some resistance. If you have additional ideas about how the kitchen could be used to benefit the community please share your thinking with Diann.

Website Committee: The next meeting will be Thursday May 18th at 4:00. There are LOTS of updates on the website. Look at them, and if you have ideas or suggestions about what is/could be included, let John know. What else is needed or wanted? We want our information about the Library and the Committees to be complete.  
[www.roundvalley.org/library](http://www.roundvalley.org/library)

Art Committee: The next meeting is on Wednesday, May 12, at 2:00

10. Voting for Officers and Member-at-Large

It was moved and seconded that we re-elect the current officers, who were placed in nomination at the last meeting. Everyone was re-elected to his/her current position.

Discussion: Last year, the Blackberry Festival turned away several vendors for lack of space. Maybe this year, overflow vendors could be housed on the Commons Grounds. This will be put on next month's agenda.

Bulletin Board: The area at the corner of the building is being used as a Bulletin Board. There was a motion (Diane, Ed 2nd) to reserve a distinct section of the future Bulletin Board for Sustainability News, stemming from the Producers' Guild groups. Motion passed.

The next Meeting is scheduled for June 4th.

Friends of the Library meeting, Friday, April 9, 2010

Meeting was held at the Library Commons at 4:30 p.m.

Attendees:

Ed TePas

Joe Gauder

Carol Borden

Rachel Borum

Colleen Carter

Lew Chichester

Madeline Daughton

Curtis Dightman

Gus Evans

Michael Mills

Kyala Shea

Pat Sobrero

Barb Wyre

(Betsy, Diann, John M., and Larry are out of town)

Ed called the meeting to order at 4:37.

Kyala Shea, who designs web sites and recently joined the FRVPL, was introduced.

Minutes of March 5th Meeting were approved.

Quarterly Treasurer's Report:

Joe reported that the Friends have \$260,000.00 in the bank. We anticipate an additional \$173,700.00 in income this year through contributions, institutional donors, the USDA reimbursement, and revenues from membership, rentals, and special events; for a total of \$433,700.00.

Anticipated expenses for maintenance of the building, supplies, mortgage, lawyer and CPA, postage, printing, grant writing, and a reserve; total: -\$103,900.00.

Net annual revenue= \$225,900.00.

Phase 2 projects (kitchen, patios, landscaping, remodeling, etc.) are budgeted at -\$249,700.00

There was discussion about how best to use our revenues. It was suggested that paying off the mortgage be considered a priority as our owning the building outright is a goal of ours and it might also serve to encourage future contributions and donations.

Lew moved (Gus 2nd) that we approve negotiation with the note-holder to pay off the mortgage. Motion passed.

It was discussed that our MOU with the county needs to be clearer regarding the furniture and possessions belonging to the Friends which are on loan to the County. There were some misunderstandings about property at the old library that we do not want to repeat.

Guidelines for rental/use of the Community Room:

Gus reported that Joe is scheduling Room use for April and May. We need future Schedulers. (This is not our Librarian's responsibility)

We still need a MOU/checklist for groups that will be using the room. One person representing the Group or Event must be designated the Responsible Party to handle communication with the Scheduler. If the group is predominately under 21 years of age, an Adult Sponsor will be required to oversee events. The Responsible Party is also responsible for addressing potential disturbances of the peace of the neighborhood; loud music, noise, etc. (We still need policy for this.)

Committee suggested refundable cleaning deposits: \$50 for a Community Group, \$100 for Events (commercial ventures, private parties).

Suggested fees for the Community Room: RV Residents using the Community Room for community related events will be asked to make a donation to the FRVPL. Community Groups using the Room for their own fundraising events will be charged \$50. Private Parties (birthdays, wedding receptions) will be charged \$100. Commercial Events (as when a fee is charged for admission) will be charged \$200.

Joe moved (Carol 2nd) that we provisionally adopt the the guidelines for rentals for groups and events. Motion passed.

There was discussion about opening the room during library hours, and the need for supervision by a FRVPL Member.

It was the original intent for the community to have access to the room, but for safety and security it needs responsible supervision.

(The Community Room is not part of the Library, and is not the Librarian's responsibility.)

This will be discussed at a future meeting.

#### Rachel's Librarian's Report:

Everyone has been impressed with the new library!

We need a Suggestion Box for comments and ideas.

Some problems concerning the check-out of books by some Charter School classes still need to be ironed out.

Horizon Books are going on shelves under the Educational Display.

Michael Mills has done a wonderful job on signage! Future signs: No Food and Drinks, Cell Phones.

Janitorial services have not yet begun. Rachel will be doing them next week.

PLEASE come and help clean up the library this coming Monday April 12th at 9:00 A.M.!

There is much to be done.

People haven't gotten used to the new hours of operation: T, TH evenings and Saturday. Hours may be revisited in a couple of months if this remains the case.

Contact Joe Gauder for scheduling of Community Room.

Contact Rachel for scheduling of Media Room.

Greg and Robbie are making book deliveries.

We're still not accepting book donations. (Please let folks know.)

We will be closed Saturday, April 24th.

No News on the Horizon System upgrade.

Rachel has information on a new program she would be interested in someone getting started: Book Club in a Box.

Anyone interested in spearheading a book club can speak with her to get the information.

Ed gave information about a book buying fund we have on account at The Book Juggler.

#### Janitorial Services:

Gus moved (Colleen 2nd) we temporarily hire Dinah to do janitorial work. Motion passed.

#### Fundraising:

A dance is scheduled in May. Liquor permit for the event has been applied for.

#### Site Committee:

Beginning Phase 2 was discussed. Joe moved (Barbara 2nd) we hire Lew as Project Manager for Phase 2. Motion passed.

Phase 2 can be broken into two major parts: the "Kitchen Project" and "Everything Else."

Recommendation for the next 60-90 days: get the plans, permits and engineering done, prioritize the jobs, and bring that back the information to this group for approval.

Joe moved that we approve the proposed preliminary budget for Phase 2 (Gus 2nd). Motion passed.

#### Piano:

Delores Dunlap's piano (the smaller piano at the Northfork) will be moved to the Community Room. Mimi Pinkham has offered her baby grand at a future date.

#### Nominations:

Michael moved the following names be put into Nomination for Officers for the next term (Madeline 2nd).

President: Ed TePas

Vice-President: Diann Simmons

Secretary: Betsy Brown  
Treasurer: Joe Gauder  
Member-at-Large: Carol Borden

Motion Passed.

Website:

Kyala Shea (me@kyala.org) talked about designing a new, expanded website for The Friends and hosting it on her server. She will be proposing appropriate, available domain names. (Registering a domain name will cost approx. \$20/year.) If you have suggestions, please forward them to her.

Meeting adjourned at 6:05 meeting scheduled for May 7, 2010.

Friends of the Library Meeting, Friday, May 7, 2010

Meeting was held at the Library Commons at 4:30 p.m.

Attendees:

Ed TePas

Diann Simmons

Carol Borden

Rachel Borum (after closing library at 5:15)

Madeline Daughton

Curtis Dightman

Joe Gauder

Lew Chichester

Gus Evans

John Marshall

Dean Meyer

Michael Mills

Pat Sobrero

Barb Wyre

1. Ed TePas called the meeting to order and presented the agenda

2. There were no introductions.

3. The April 9th meeting minutes were approved.

4. Board of Supervisor's Meeting

The Board of Supervisors has booked the Community Room for its August Meeting.

5. Librarian's Report:

(Rachel's report came after the Committee reports, as the library was still open.)

A motion passed (Ed, John 2nd) to allow Rachel to initially spend \$250 and thereafter receive \$50 dollars a month for the purpose of purchasing used books for the library, once she is ready. (Rachel states that processing the backlog of Horizon Books is a greater priority now.)

Last month, Rachel added 360 new books to the collection. That is three times as many as last year at this time.

The new "Horizon" books are currently shelved under the educational display.

We may be getting Horizon up and running as early as July.

Rachel reports that she has received help from several volunteers this month, and wanted to recognize the work of two young volunteers, Katherine Osborne and Tabitha Powell. Katherine is 9 years old, comes in often, and has been extremely helpful in many ways.

Rachel's lunches have been covered since Diann's plea went out.

Emily has stepped up to help coordinate the volunteer program. She has experience in this area and brings lots of enthusiasm to the project.

Rachel has realized that as important as volunteers are, they can't be expected to take the place of an employee. Several people have discussed the possibility of the Friends building a fund to help pay for some part time help, but at this point there appear to be too many concerns on the part of the County to go forward with this plan.

We have a work order in to the County for Tech Support for some of the computers.

There have been lots of lay-offs County-wide due to the budget crisis, but so far no further cutbacks for our Library have been announced.

Baker and Taylor book orders have begun coming in (Native American books ordered with grant money) and are being processed. Rachel is very pleased with the quality of the selection.

Use of the library has gone up since the move.

#### 6. Discussion of how Committees should function lead by John

There is a need for consistency in how we present and make information regarding the Library and Committees available to people who need to access it, and ensure communication between the folks involved in heading up various Library Committees and the public. Committee and contact information on the website needs to be kept current, and committees would benefit from a consistent style of action. John has enlisted the help of Barbara Youngblood who will put together a style guide for the website, announcements, etc.

#### 7. Current and future rental/use of the Community Areas

The Community Room has been available for use for a short time. Joe has been Scheduler. He reports the job entails dealing with many aspects of the building: the booking of the room, opening and closing for events, emergencies (e.g. a broken sewer line), communicating with renters, etc. Diann mentioned the loss of a piece of artwork and mentioned the need for a somewhat extensive checklist to be gone over at the opening and closing of the room. Maintaining the Community Room involves more than what we can reasonably expect from a volunteer, and the possibility of having it become a funded position was brought up. The Site Committee, with input from many folks, will discuss this and bring possible solutions to a future meeting.

#### 8. Footrace update

Dean Meyer is coordinating our 28th annual Footrace this year. We need volunteers the morning of the race, August 22nd. Fliers will be going up around the county, and announcements are already posted on allsportcentral.com and runnersworld.com. Proceeds help the library.

#### 9. Committee reports

Fundraising: John Gruey is organizing a dance at the Commons on May 15. This is a fundraiser for the Library.  
Site Committee: Lew gathered up past proposed plans and met with the Engineer. The proposal that resulted is within our budget. Lew has given them the go-ahead to develop plans to take to the county.

There have been complaints about the noise from the vent registers. They are noisy because of the volume of air moving through them. Adding more registers to reduce noise would be prohibitively expensive.

The current Art Show will be coming down at the end of May, some staining and touch up work will be done between shows.

#### Grant writing:

Diann has had a conversation with the USDA Rep. regarding plans for the kitchen and is encountering some resistance. If you have additional ideas about how the kitchen could be used to benefit the community please share your thinking with Diann.

Website Committee: The next meeting will be Thursday May 18th at 4:00. There are LOTS of updates on the website. Look at them, and if you have ideas or suggestions about what is/could be included, let John know. What else is needed or wanted? We want our information about the Library and the Committees to be complete.  
[www.roundvalley.org/library](http://www.roundvalley.org/library)

Art Committee: The next meeting is on Wednesday, May 12, at 2:00

#### 10. Voting for Officers and Member-at-Large

It was moved and seconded that we re-elect the current officers, who were placed in nomination at the last meeting. Everyone was re-elected to his/her current position.

Discussion: Last year, the Blackberry Festival turned away several vendors for lack of space. Maybe this year, overflow vendors could be housed on the Commons Grounds. This will be put on next month's agenda.

Bulletin Board: The area at the corner of the building is being used as a Bulletin Board. There was a motion (Diane, Ed 2nd) to reserve a distinct section of the future Bulletin Board for Sustainability News, stemming from the Producers' Guild groups. Motion passed.

The next Meeting is scheduled for June 4th.

Hi -

The new library should be opening soon!!! Willitsonline will install new computers next week on a DSL line from Verizon.

And there is a Grand Opening party on Sunday, March 21st. Hope you can come.

Next meeting is April 9th, 4:30, at the Library Commons. See you there.

Betsy Brown  
Secretary  
Friends of the Round Valley Public Library

Friends of the Library meeting, Friday, March 5, 2010

Meeting was held at the Library Commons at 4:30 p.m.

Attendees:

Ed TePas

Diann Simmons

Betsy Brown

Madeline Daughton

Joe Gauder

Lew Chichester

Gus Evans

John Marshall

Pat Sobrero

Larry Fugman

Colleen Carter

Rachel Borum

Melanie Lightbody

Carol Borden

Michael Mills

1. Ed TePas called the meeting to order and presented the agenda

2. There were no introductions. Dues were collected and the membership record was kept by Ed TePas.

There was preliminary discussion about starting a membership drive. John Marshall, Carol Borden, Ed TePas and Betsy Brown will be the committee to move this forward.

3. The February 5th meeting minutes were approved.

4. Salvage Sale –

The county doesn't allow any sale of county surplus. So we will sell the books and VHS tapes on Saturday, from 9 to 1. Dean and Warren are helping Ed. The county will pick up whatever we don't sell early next week.

Melanie Lightbody reminds us that we need a work order to have any county work done, for instance maintenance work or computer technicians. Rachel will have to fill out a work order and send it to the proper authorities.

Horizon computer checkout is not coming to Round Valley at this time. We will continue to use the card catalog.

## 5. Move-in progress

Ed reported that many people have helped and all the books are in the new library. Ed will take the extra books away after the sale. The county will be up to take away the equipment.

Lew noted that we have done all we can to make the library ready. The other things are in the county's domain. Melanie said that there is a lot of political wrangling at this time and she is sorry that there isn't the support we need to open soon. She reported that the county does not think that internet computers are a core function of the library. That puts us on our own to get the computers up and running.

Rachel reported that she is shelving books and organizing the space. The new library might be open for business by the 16th of March.

A motion passed to spend a reasonable amount of money to get the computers up and running. Larry is in charge of this effort.

Melanie suggested that we write a letter to the board of supervisors regarding all the work we have done, the level of support and what we are lacking and need from the county to proceed.

## 6. Guidelines for rental/use of community room.

Gus sent around an email with proposed guidelines and some people have responded. If you want to see them or to participate, contact Gus.

There was some discussion about the guidelines and how to use the facility. Diann is wanting a fee schedule soon and sees problems coming up. Lew noted that there is a method at the Legion Hall and we should do the same sort of thing. The Legion is free for some non-profit use.

There was discussion about keys and how to resolve problems of vandalism and access.

Some people wanted use of the meeting room to be free of charge to other non-profit and community service groups. There was concern

about how to handle opening the door to the facility and making sure it is locked after. One suggestion was to hire someone to open and close the doors and pass that cost on to group having the meeting. There was concern about allowing people to have the key and how to control key use. There was a suggestion to look into digital keypads as a way to avoid these problems.

The Guidelines will address someone to open and close, a cleaning deposit. Larry and Gus will work more on this with John Gruey.

## 7. Commons Art Committee

John Marshall is working on guidelines. The Grand Opening art is being processed on Sat and Sun. from 1 to 4. The display cases will be set up soon. Folks will be bringing in local art and the committee will figure out what, where, and how to display the art.

## 8. Committee reports:

### Fundraising:

Larry reported that there will be a Grand Opening on March 21st. There will be lots of food, a band, a short ceremony to honor folks who have helped. There will be a meeting next Tuesday at 3 pm at the Library Commons to organize this event.

There are ½ sheet announcements on the library desk. Please give them to people who you would like to come to the event.

### Site Committee:

Betsy reported that Joe, Carol and Betsy were working to get information to the CPA for the 2009 taxes.

She also asked for permission to write to the Post Office regarding their policy on post office box rental.

Betsy reported that the site committee has completed the

work to move the library into the new building. The media room is finished, the book drop is installed. A locksmith will be here on Monday to change the locks. There is ongoing clean-up to do. A copy of the last site committee meeting minutes is attached.

The site committee has come to an agreement on a proposal for Phase 2 work. The proposal is to move forward with the patio, lobby and commercial space remodel. Joe Gauder spent many hours rendering a set of plans to show what we propose. There will be a certified kitchen, a covered patio, an expanded lobby area, space for a coffee shop. The kitchen can be used for community room functions, for farmers' market products and rental for private use.

There is enough money to begin the process, but not enough for a kitchen.

A motion passed for the site committee to move ahead with the current plan, with a budget of \$200,000, to hire a project manager, get a permit, and begin construction this summer. The kitchen will be constructed with a different permit and will not begin until there are enough funds available.

#### Grant Writing Committee

Diann reported that there are small grants for books. We will have \$5,000 of new books.

The USDA is asking for information regarding the new kitchen. Diann will send in some information to USDA for community facilities.

9. Next meeting is scheduled for April 9th at 4:30 at the Library Commons.

## 10. Unfinished business

Melanie Lightbody reported that the county is looking at closing the Willits branch or the bookmobile. She asked that we give our support to these institutions and lobby for their continued operation.

Diann commented that Mel has helped and supported us towards our goal and that we wouldn't have started this project without her support.

Lew brought a checklist of steps to apply for an FM license from the FCC for a low power radio station. It might take 3 years for the FCC to give us permission. One of the programs could include high school students.

Lew commented that we have a successful organization and a physical place to shelter a radio station. The broadcast range will be line of sight, about 5 miles.

Mel suggested that we check our bylaws to be sure that this type of activity is allowed. She also noted that we have to decide about content and who is in charge.

Diann assured us that the bylaws allow for this activity.

A motion was passed for the Friends to sponsor the application for an FM Station.

10. Meeting was adjourned.

Next meeting: April 9, 2009 4:30 at the LIBRARY COMMONS!

These notes are submitted by Betsy Brown, Secretary, Friends of the Round Valley Public Library.

## Site/Budget Committee Report for 3-4-10

Betsy Brown, Lew Chichester, Diann Simmons, Ruby Head, Joe Gauder, Larry Fugman, Robert Cannan.

Meeting at the Library Commons at 4 pm.

Work completed: Book drop is in, the media room is finished.

Work to be done:

- Manuals and warranties from Estok
- Ongoing Cleanup - Lew
- Floor wire covering – Joe will check catalogs
- Toilet flow – Lew
- Paper supplies for restrooms – no one took this task

Monday a locksmith will be here to change the locks. The library key will control the library main door, the library-community room door, the library-hallway door, the library office door, the storeroom door and the media room door. This will all work on one key marked “do not duplicate.” Rachel will be in charge of these keys.

All other doors, community lobby door, utility room door, back door and future kitchen-corridor door, will be a separate key.

Some people who may need access to a key are the janitor, librarian, extra help, the county, and the Friends.

Larry is doing a clean up on March 14th and will cut all the ivy to a consistent height.

We are mostly ready for the grand opening party. The county will come and collect the shelving units.

Joe brought some plans he had done for our review. We discussed several ideas, and are ready to present our final decision to the main group. The main elements of phase 2 are: a covered patio on the west side, a lobby for use at events, a good flow passage out to the patio from the lobby, space for a coffee shop, a certified kitchen with space to prepare food for community room functions and for farmers' market products and rental for private use.

In addition we want a vestibule for the kitchen and commercial space, a roll up window from the kitchen to the patio, a double doorway out to the patio from the lobby area, a counter in the lobby area.

Once the Friends agree to our plan, we can hire a project manager, prepare a realistic budget and begin construction this summer.

We propose to leave the kitchen for a future permit process and for future fundraising.

### Current Budget 3-5-10

#### Kitchen

		100K
	Patio 20'x60' covered @ \$20/sq.	
ft	24K	
	Patio 20x60	
uncovered		6K
	50'x40' landscape, sidewalk,	
trees	10K	
	Lobby remodel, double	
doors	15K	
	Commercial	
space		10K
	Exterior	
work		15K
	Paint clerestory and entrances	
	New book drop	
	Corner display window	
	Reoil sides	
	Corner display window	
	Stucco back wall	
	Replant ivy	
	Bike rack	
	Lighting in community room	
	Double door entry into community room	
	Pump house and garbage	
fence	10K	
	Architect/civil	
engineer	10K	

Friends of the Library meeting, Friday, February 5, 2010

Meeting was held at the Library Commons at 4:30 p.m.

Attendees:

Ed TePas

Diann Simmons

Betsy Brown

Madeline Daughton

Curtis Dightman

Joe Gauder

Lew Chichester

Gus Evans

John Marshall

Pat Sobrero

John Gruey

Larry Fugman

Barb Wyre

1. Ed TePas called the meeting to order and presented the agenda
2. There were no introductions.
3. The January 8th meeting minutes were approved.
4. Move report

Diann set up a clean-up dates for the storeroom. 1pm next Monday and 1pm next Wednesday. Larry, Barb, Curtis, Pat and Gus all volunteered.

There are many bookcases, chairs and whatnot that we won't be able to use. We decided to sell them all at a sale

Saturday, February 27th. Ed TePas is in charge of this.

#### 5. Librarian's Report:

A motion passed to spend \$200 to get a subscription to several professional journals. Once Rachel has looked them over, they can be placed on the shelves.

#### 6. Guidelines for rental/use of community room.

There was discussion about the need for a more comprehensive set of guidelines for renting the community room. We have had several requests to use it and we need to address this.

Gus volunteered to head up a policy committee. John Gruey and Larry Fugman also volunteered. They will report back at the next meeting.

#### 7. Commons Art Committee

John proposed 2 new committees. These committees are open for all to join.

A motion was passed to form a Library Art Committee to work with the County Art committee and to display art at the Commons. Carol Borden and John Marshall are the co-chairs.

A second motion was passed to form an Educational display Committee. This committee consists of John Marshall, Pat Sobrero, Barbara Youngblood, and Pat Southerd. This committee will need permission from the library to put up displays within the library proper.

These proposals are attached below.

#### 8. Committee reports:

##### Fundraising:

There will be a Grand Opening on March 21st. The publicity is designed, poster to go up in other libraries and towns that might be interested. The group Jazz Illusions will play, there will be no alcohol served. There will be a ? hour dedication ceremony with a blessing and introducing county politicians and larger donors.

There will be food. A motion passed to budget \$3000 for this party.

Larry will set a date for the next meeting.

## Site Committee:

Betsy reported that the site committee is working on getting everything ready for the move. This includes cleaning up the storeroom, putting up the book return. We plan to build a wall for the media room and are discussing the best way to have an air supply.

We continue to discuss plans for phase 2 and hope to have something to present by the March meeting.

## Grant Writing Committee

There is no new activity for Grant Writing. We have made our match for the \$125,000 matching grant and will apply for the money.

Diann reported that we don't need to pay sales tax and that a letter is being prepared to acknowledge this.

## Website Report:

John presented a chart that he would like to publish on the website that shows some of the responsibilities of the various committees and who to contact.

John reported that he has set up email addresses through the Chamber of Commerce (the owner of the website we use) for committee chairs and executive board members

## 9. Library Advisory Board funding concerns:

At the last advisory board meeting library budget was discussed. Mel says that the budget is not good and that there is talk about closing the Willits Branch. March Komer is looking at ways to help with the budget shortfall.

10. Next meeting is scheduled for March 5th at 4:30 at the Library Commons.

## 11. Unfinished business

Lew wants to have a discussion at the next meeting to determine about a low power FM Station. He mentioned many good reasons to do this. Come to the next meeting and join the discussion

10. Meeting was adjourned.

Next meeting: March 5, 2009 4:30 at the LIBRARY COMMONS!

These notes are submitted by Betsy Brown, Secretary, Friends of the Round Valley Public Library.

## LIBRARY COMMONS ART COMMITTEE\*

The purpose of the Library Commons Art Committee is to oversee the selection, installation and promotion of arts at the Round Valley Public Library Commons.

We will work closely with the Round Valley Public Library Art Committee, offering our services as needed.

Our goal is to promote Visual, Performing, and Cultural Arts by providing a welcoming venue for exhibition open to the public. We will set exhibition/performance calendars in coordination with larger building calendar as well as solicit and promote exhibitions.

We will be responsible to determining the guidelines for exhibitions, with the approval of the Executive Board, and seeing that they are applied in a fair and even handed manner.

As with all committees of the Friends, we are open to and actively solicit the participation of all Friends members.

And just to be clear, we will not be responsible for general booking of the Commons Community Room, nor general booking for any other area of the Commons.

\*due to the last minute preparation of this proposal, it has not as yet been approved of by the other current members of the committee (Michael Mills, Carol Borden, David Weitzman) and so may be altered some in its final form. -John

## Educational Display Committee

The Educational Display Committee is being formed to develop exhibits to be housed in two display cases situated between the main shelving and the circulation desk. Our goal is to entice our client base with intriguing and thought provoking artifacts to draw them into our featured reading selections.

A typical display might consist of a range of hand-powered carpenters' tools, accompanied by a few items made from such tools. The display may be peppered with questions concerning their use, the answers to be found in the suggested reading list. The reading list will include all levels, written works as well as any appropriate tapes or DVD in the library's collection. Each display will be augmented by an appearance of an individual of our community with experience associated with the items on display, in this case a local carpenter or collector of antique tools.

The contents of the display cases will be changed on a regular basis.

Suggestions for subjects will be solicited from the community in an attempt to bring more individuals into the lime-light as well as to create a greater awareness within our general population of the huge diversity in our community, and how creative individuals go about following their passions while developing their intellect and imagination.

The subject matter will not be limited to topics of the Valley. Woven into our calendar will be the exotic and mundane from cultures and peoples around the globe, as well as highlights of the natural world. All this to set imaginations soaring with possibilities, while fostering a love of reading and learning.

Hi Everyone!

I'm attempting to create a flow chart of roles and responsibilities for the Library/Commons/Friends. The intention is just to keep things clear in terms of who to go to for what, the boundaries of each committee, etc, so that no one gets hurt feelings or trespassed upon. Of course, any and all may change with time,

Below is just the start. Please correct any of my false assumptions, add people I've overlooked, insert categories, add to the "needs" list at the bottom, or comment in any other way you see fit.

Eventually I would like to post this as the "go to" list when people have questions about the Commons, or special needs, or just want to help in some specific way

-John

Ed TePas-

Friends Board Chair (Grande Vizier)

Sets agendas for monthly meeting, go-to guy for general directions, conducts monthly meetings.

Diann Simmons

Vice President

Grant Writing Committee chair

Collector and arbiter of non-construction fund dispersal

Betsy Brown

Secretary

Co-treasurer/accountant

Site Committee chair

responsible for oversight of construction details and permanent installations

Joe Gauder

Treasurer/accountant

keep accounting books in order

Carol Borden

Commons Arts Committee co-chair

determine policies/actions pertaining to changing art exhibitions

Library Art Committee member

Rachel Borum

Library Associate

County Liaison

regarding all exhibits in library proper

regarding anything happening in the library (such as problems with the photocopier machine, internet hook-up, custodial work, etc.)

Library Art Committee chair

Larry Fugman

Fund Raising Committee chair

responsible for coordinating all fund raising events

Bill Cull

American Indian Exhibit chair

determine policies/actions pertaining to American Indian installation

Michael Mills

Graphics coordinator

design all graphics released through Friends

Barbara Wyre

Chamber of Commerce rep

John Marshall

Web Site Committee chair

maintain website

post minutes, etc. as they come in

maintain Friends info binder to be housed in library

Chamber of Commerce rep

Commons Arts Committee co-chair

determine policies/actions pertaining to changing art exhibitions

Library Art Committee member

Educational Display Committee co-chair

determine policies/actions pertaining to changing educational exhibitions

Pat Sobrero

Educational Display Committee co-chair

determine policies/actions pertaining to changing educational exhibitions

Barbara Youngblood

Educational Display Committee co-chair

determine policies/actions pertaining to changing educational exhibitions

## COMMITTEES

Executive Committee

Ed TePas, President

Diann Simmons, Vice President

Betsy Brown, Secretary

Joe Gauder, Treasurer

Rachel Borum

Carol Borden

Fund Raising Committee

Larry Fugman, chair

Grant Writing Committee

Diann Simmons, chair

Site Committee

Betsy Brown, chair

Web Page Committee

John Marshall, chair

County Library Arts Committee

Rachel Borum, chair

Commons Art Committee

Carol Borden/John Marshall, co-chairs

Educational Display Committee

Pat Sobrero/Barbara Youngblood/John Marshall, co-chairs

## PROPOSED COMMITTEES

Native American, Valley History Committee

Bill Cull, chair

Commons Calendar Coordination

we need someone to oversee the general calendar for use  
of the Commons

We had our first meeting at the Library Commons. It is a very nice  
space!

We expect to have our final construction inspection this week and then  
we can begin to move the library to the new space. Hooray.

There is much to do before we can move and we need to plan our next

phase. If you are interested in this work, please join the site committee. Our next meeting is Wednesday, January 13 at 4pm at the Library Commons.

There will be a street cleanup on Thursday, February 4th at 11a.m. Hope you can come down and give us a hand. If you want more info or can do this another day, call Dee at 983-6058.

Our next meeting is February 5th.

I hope the New Year treats you well.

Betsy Brown  
Secretary  
Friends of the Round Valley Public Library

Friends of the Library meeting, Friday, January 8, 2010

Meeting was held at the Library Commons at 4:30 p.m.

Attendees:

Ed TePas

Diann Simmons

Betsy Brown

Madeline Daughton

Curtis Dightman

Joe Gauder

Lew Chichester

Gus Evans

John Marshall

Colleen Carter

Dee Beebe

Estok Menton

Barbara Wyre

Debbie Oliver