

Friends of the Almaden Library February 23, 2010 Pre-Sale Meeting Minutes

Linda Spencer called the meeting to order at 2:00 PM. Members attending were Linda Spencer, President and Membership Chairman; Liesel Wilson, Treasurer; Barbara Beswetherick, Secretary; Pam Crider, Almaden Branch Library Manager; and two additional members, Bob Durbeck and Dave Curry.

Linda presented the President's and Membership Reports. Since the last meeting in February, two new members have joined, bringing the total Friends membership to 123. A suggestion was made to contact prior members who have dropped out or not rejoined since the new building opened, possibly not wanting to pay dues. Since we no longer collect dues, they may wish to become Friends members again. Linda will contact them and ask if they want to rejoin.

Two hundred nine-inch bookends were purchased from Brodart, a library supply company, for a total of \$646.76. They were received about a week ago. Bob Durbeck volunteered to help Linda apply "Friends of the Almaden Library" labels to the bookends. Our newsletter went out the first week in February and received good reviews.

Book donations seem to be higher than in prior years, even overflowing the donation bin on some days. The lock on the donation bin has been getting stuck, jammed by donated books so that the key is not able to turn the lock. Linda said that she will ask her husband, Chuck, if he can make a cover for the lock so that books dropped into the bin do not jam the lock. More sorters are needed. Dave Curry offered to help sort donated items and also to rotate and fill lobby bookshelves. Linda currently has two books autographed by the author to sell on amazon.com. She will ask the bank about opening a separate checking account for money from online purchases to be deposited. She will also check on Craig's List and several other Web sites for online selling possibilities for textbooks which do not sell well at Almaden Friends book sales. Book bags are now available in both green and blue. The price has been reduced from \$4 to \$3, the same as at most other branch libraries. A suggestion was made to perhaps sell them for "2 for \$5," but we decided not to offer this price. Linda will take photos of the book bags in both colors, filled with books, to put on our Web site.

The San Jose 2010-2011 budget is not looking good for San Jose libraries. Branch library hours may be cut to three days per week, down from the current 5½ days per week. A decision was made to follow Edenvale's example of setting up a table in front of our library to inform patrons about the budget shortfall and the possibility of library hours being cut. People will be asked to sign a "postcard" which will be carried to a San Jose City Council meeting soon, hoping to get more library funding prior to the final budget vote in June. Edenvale Friends have taken hundreds of these "postcards" to a City Council meeting, and have already made quite an impact. Tony Nguyen has offered to help Friends members at other branch libraries set up this system with posters, cards to be signed, etc. Pam will ask if we can sit at a table in the hallway outside the Library entrance but inside the Community Center portion of the building.

The bylaws updates for “no dues, donations encouraged” have been finished, and the change to allow Almaden Friends to allot some funds for San Jose Library Friends groups overall will be finished soon. Then the officers will be asked to approve them by email vote. The “no dues” vote was taken at this meeting and was unanimous to approve the “no dues, donations encouraged” updates. We need to think and talk more about if we do want to change our bylaws to allow Almaden Friends to allot funds other than to the Almaden Branch Library.

Barb Beswetherick presented the minutes from the November 7, 2009 meeting. They were read silently and unanimously approved.

Liesel Wilson gave the Financial Report with copies of the check register and income for 2009. The checkbook balance is \$7086.05; income for 2009 is \$6007. She will submit the annual ePostcard (IRS Form 990-N) which the IRS requires from non-profit organizations bringing in less than \$25,000 in the previous year. Since the opening of the new building on May 13, 2006, the grand total of Almaden Friends book sale proceeds has been \$15,026.00.

Pam Crider, the Almaden Branch Library Manager, gave her report. Pam is also concerned that the San Jose budget shortage may cause our branch to be open only three days per week starting in July. She might be asked to split her duties between Almaden and Vineland Branch Libraries or Almaden and some other nearby branch. Almaden Library has already lost some staff members because of staffing cuts. Pam requested \$100 for a gardening program. She also mentioned the problem with the donation bin and its lock. Some kind of plastic insert or gadget is needed to keep the lock working. Linda has already volunteered her husband’s help with these problems, and she will let us know when the donation bin has been fixed.

Linda handed out copies of the Book Sale Preparation document. Book sale prices will remain the same as at the last sale: \$1.00 for hardbacks, 50 cents for paperbacks, and 25 cents for small or very thin books. Romance books, the thin ones like Harlequin and Silhouette, will remain 25 cents or “5 for \$1”. Special books will be individually priced with stickers on the front cover. Prices for DVDs and music CDs will be \$2, VHS tapes \$1, music cassettes 50 cents, and LP records \$1. From 2 to 3 PM, we will again have the popular “Bag of Books for \$5”. Dave Curry, who also helps at the Unicorn Thrift Shop, will ask them if they would be willing to donate for our sales the children’s books which have not sold there after a long time on the shelf. We always have a great demand for children’s books, and ones from the Unicorn Thrift Shop would likely sell well at our sale. Ann and Linda have boxed some of our donated children’s books, holding them for the book sale. That should eliminate comments heard at last year’s book sales that we do not have many children’s books available. That happened because all donated children’s books were put out in the Lobby Sale Area, and they all sold there before leftovers could be put out for the next book sale.

Nancy Koppel will sort the remaining DVDs, CDs, and cassettes at 2:00 PM and put them in clear plastic bags at a discounted price. This will hopefully prevent some less-popular audio-visual items from remaining in our book sale inventory for years. Librarian Ed Koetitz will get teen volunteers for setting up tables, bringing out boxes of books for sale, putting up our book

sale banner over the building's front door the Monday before the book sale, and helping put up the strings of flags in the median strip in front of the building.

Snacks will be provided by librarians for Friends members and teens working at the sale. Pizza will not be brought in at lunchtime because teens seem to prefer leaving the building to eat out with friends rather than eating pizza in the kitchen. There was a lot of the one pizza left over last fall at the end of the book sale, even after slices were offered to the main desk staffers, librarians, and library staff. The Salvation Army will be called about picking up unsold books at the end of the book sale. If they collect them by scooping table contents into large bins, that will eliminate the loss of book packing boxes used to send unsold books to King Library. We will confirm this agreement shortly before the sale.

We discussed if we wanted to get letterhead paper, but agreed that a Microsoft Word script letterhead could continue to be used for the letter which Linda sends to people who give monetary donations to the Friends of the Almaden Library and also any other letters.

The meeting was adjourned at 4:00 PM.

Respectfully submitted,
Barbara Beswetherick, Secretary