

**FRIENDS OF THE MONTECITO LIBRARY
BOARD OF DIRECTORS DRAFT MINUTES
February 8, 2024**

Attendees - Zoe Copus, Jeff Donahue, Kendra Epley, Melissa Franklin, Kelly Hatchett, Louise Kelly and Pat Saley.

1. **Approval of Minutes** – January 11, 2024 – Motion to approve: Louise/Jeff, passed unanimously
2. **Library report** – No library Report
3. **Treasurer’s and Finance Report** – Kendra Epley
 - a. US Bank & Beacon Pointe balances.
 - Beacon Pointe balance as of 01/31/2023 - \$1,371,984.29
 - US Bank balance as of 01/31/2023 – \$114,071.36
 - Total assets as of 01/31/2023 – \$1,486,055.65 and as of 02/08/2024 – \$1,444,138.98
 - b. Schedule for switching to a Downtown bank – TBD.
 - c. PayPal account is being switched over to a new PP account slowly...
 - d. Kendra will activate our debit card for small purchases, e.g., stamps.
 - e. Discussion of thank yous to donors with the Board agreeing to:
 - Send out 1 acknowledgment rather than tax letter & then hand-written note (for those who donate \$500 & more).
 - Pat will send latest donor list to Board members they will indicate (& send back to Pat) who they know & would feel comfortable writing a hand-written note on the thanks letter.
 - Once we decide on the letter contents, we’ll work out logistics on how to get them signed in a timely manner.
4. **Continued discussion of membership roll out in early 2024 and how to handle including speaker and election of Directors by email prior to Annual Mtg on May 9th.**
 - Slate of directors will include all of us, divided into 3 groups with some terms thru 5/25, some thru 5/26 & some thru 5/27. Board is nominating this slate of directors & the membership votes on 5/20.
 - Advertising for 5/30 Annual Mtg - Include in donor thanks ad, email our list of approx 2,600 people & do IG & FB posts. We should also advertise in MJ before mtg. Board members will try to bring 5 friends to mtg. Light refreshments.
 - Annual Mtg speaker - Kelly will see if Hattie Beresford would be interested.
 - MJ thank you donors ad - Kelly & Pat. Include QR code & announcement of Annual Meeting on May 30th.
5. **Board miscellaneous:**
 - a. Discussion and approval Board meeting calendar for 2024, e.g.,
 - March 14th
 - April 11th – Prep for May 9th Annual mtg & membership rollout
 - May 30th – Annual meeting
 - June 13th – Cancel if not needed?
 - July 11th

Sept. 12th – Work on Annual Report

Oct. 10th – Work on Annual Report

Nov. 14th – Year end recap and plans for 2025

- b. Update re FOML-sponsored events including Knit 'n' Needle & Stay 'n' Play.
- c. Ted Quackenbush's donor who wants to donate furniture, etc. - Since the mtg, Jason said he talked to Ted who's handling the sale of items & will split proceeds with us. Need to send a thank you card to Ted.
- d. Kelly & Pat to meet at library to replenish Annual Reports & donation envelopes in lobby, move FOML-related storage boxes to cupboard (from Pat's garage!) & update the label on the donation jar at the front desk to include QR code

6. Marketing & Communications Committee Report

- a. Donation Report – Board will indicate who they know.
- b. Montecito writers book as gifts to \$500 and up donors – Continued - Relates to #3e above. Suggest book pick up at library? Cost is approx. \$10/each. Put FOML stickers in them first.

8. Future agenda items:

- a. Book donations - Coordination with local realtors re book donations.
- b. FOML sponsored Free libraries – In addition to free library at East Valley/San Ysidro, suggested new location includes Cold Spring School.
- c. 1 page handout for estate planning – Kendra will bring samples to the meeting.
- d. Thank yous (#3.e above)
- e. Membership roll out
- f. Annual Meeting
- g. Future mtg (after Annual Mtg) - Talk about # of mtgs/year.

9. Next meeting dates – See item #5a above.