

1 Mr. Erjavek reported that he received notice of termination for the Solomon Ujamaa Center, Inc. offering
2 the increased hours for public computing, in-library usage of materials and various programs and activities
3 including homework assistance at Inghram Library and last day of service is March 15, 2016.
4

5 Mr. Erjavek requested that the Foundation consider funding the replacement of the 2007 TLC data server as
6 maintenance agreement expires in May 2016 and replacement cost is approximately \$10,000. This data
7 server houses our database of library cardholders and the database of items in our collection. The data
8 server is part of the Integrated Library System (ILS) enabling the checkout of materials and the public
9 access catalog that is critical to the Library's operation. Mr. Erjavek advised that Mr. Michaud would need
10 to inquire a revised quote of the purchase in the next couple of months.
11

12 Mr. Erjavek advised that he had the opportunity to meet Mark Scott, new City Manager, last week. Mr.
13 Erjavek stated that in his conversation with Mr. Scott, he expressed that he is a lover of libraries. Mr. Erjavek
14 reported that the City's mid-year budget review is scheduled for February 29, 2016.
15

16 Mr. Erjavek reported that the Library received donation of books from the office of Congressman Pete
17 Aguilar which was mainly geared for young adults.
18

19 Mr. Erjavek reported that at the Friends of the Library meeting, they agreed to purchase the World Book
20 Encyclopedia for the libraries.
21

22 Mr. Erjavek stated that he has been trying to arrange a check presentation with the San Manuel Band of
23 Mission Indians to symbolize the \$40,000 grant for books and to take place at the Mayor and Common
24 Council meeting has not materialized as of yet.
25

26 Mr. Erjavek advised that Atlanta magazine article is getting close to being published as Deborah Fallows,
27 the reporter, who visited the Feldheym Library last month.
28

29 Mr. Erjavek stated that the \$4,700 Tech Data Switches were funded by the Library Board of Trustees for
30 15% and the remainder 85% by the E-Rate program.
31

32 Mr. Erjavek reported that Ms. Yeh continues to organize all the great programs for the libraries and Mr.
33 Erjavek will keep the Foundation updated with any program press releases.
34

35 Mr. Erjavek requested the funding of the annual maintenance of Smart Shield for \$720 (See Annual
36 Maintenance of Smart Shield letter dated February 11, 2016). The Foundation Board advised Mr. Erjavek
37 to go through the normal City's payment process with the purchase order and wait for invoice to proceed
38 with check payment.
39

40 Mr. Erjavek thanked the Foundation for all their support and reported that Overdrive usage is the highest its
41 ever been last month.
42

43 **Financial Report**
44

45 Ms. Gulio-Vogt asked Mrs. Potter to give reports as she was unable to communicate the report while
46 traveling and call dropped. Mrs. Potter presented the corrected November and December 2015 reports. The
47 financial reports for the period ending November 2015 (Correction), December 2015 (Correction), and
48 January 2016 were accepted by the Board and instructed to be filed (See attachments I, II, & III).
49

50 Mrs. Potter reported that Dr. John & Dr. Beryl Craig donated \$1,000 for the purchase of books designated
51 for the Rowe Library.
52

1 Mrs. Potter reported that she made contact with Roxanne Garcia at Smith Marion & Company to verify that
2 she filed the Foundation's last tax extension. The final deadline is May 15th. Ms. Garcia advised last
3 Thursday, that she would sent a draft copy of the tax returns to the office no later than Monday, February
4 15th. Mrs. Potter reported that Stacey Ellsworth at Smith Marion & Company is processing the 2015 W-2.
5 Mrs. Potter will follow-up with both individuals tomorrow for the current status and set a deadline for the
6 draft copy of taxes for March 1st.
7

8 **Committee Reports**

9 10 **Executive Directors' Committee**

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12 Mr. Peters reported that there was no Executive Directors' meeting this month.
13

14 **Investment & Finance Committee**

15
16 Mrs. Potter reported that her understanding was that there is \$34,000 in cash with Anderson Financial
17 Management Group to consider investing in the Hartman Short Term Income fund as electronically sent to
18 all Directors and Committee Members. Ms. Anderson advised that there will be a 7% return on this
19 investment, but may take around 5 years as it is a REIT.
20

21 After some discussion, the Board agreed that the conference call discussion and vote should be postponed.
22 Ms. Gulino-Vogt should schedule a meeting with Ms. Anderson to discuss all of the Foundation's concerns
23 with investments and dividends. Also, Ms. Gulino-Vogt would need clarification of the intent of the
24 \$34,000 that was designated for the computer project as there is still an outstanding balance of around
25 \$40,000 to complete the project. Ms. Gulino-Vogt would need to call each member of the Investment
26 Committee to confirm their active participation and commitment to remain on the committee. Mr. J. Dennis
27 Warman has volunteered to become a member of this committee and will attend the April 28th meeting.
28 After the April meeting, it was suggestion to change the meeting day from Thursday to Monday, Tuesday,
29 or Wednesday and keep the meeting time at 12:00 pm.
30

31 **Ad Hoc Fundraiser Committee**

32
33 Mrs. Potter mentioned that the comparison reports for the Annual Appeal Letter and the Give Big
34 Fundraiser are provided as requested by Ms. Payne (See the attached Annual Appeal Letter Report dated
35 December 31, 2015 and the Give Big Fundraiser Event Report dated December 31, 2015).
36

37 Ms. Wallen will discuss with Ms. Blechinger as to organize The Mexico Café fundraiser this year.
38

39 **Ad Hoc Liaison Committee**

40
41 Already discussed.
42

43 **Unfinished Business:**

44
45 Ms. Payne will present a draft copy of the Sick Leave Policy at the next meeting for the Board to review
46 and approve.
47

48 **New Business:**

49
50 Mrs. Potter advised that Associate Plaques will be ordered for Dr. Ernest & Dr. Dorothy Garcia and Edison
51 International and Patron Plaques will be ordered for Dr. John & Dr. Beryl Craig and Stater Bros.
52
53

1 Mrs. Potter updated the roster and provided copies for to all Directors.
2

3 **Announcements**
4

5 Mr. Peters announced the next board meeting will be Monday, March 28, 2016 at 5:30 pm at Pacific
6 Premier Bank.
7

8 **Adjournment**
9

10 There being no further business, Mr. Peters declared the meeting adjourned at 7:10 pm without objection.
11

12 *Please note that attachments are on file in the Foundation Office with the minutes. They are distributed as*
13 *handouts during the meeting, but are not always available as online documents. It is not possible, at this*
14 *time, to include those that are email attachments.*
15

16 Respectfully Submitted,
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18
19

20 Kelley A. Wallen
21 Secretary

March 28, 2016
Date of Approval