

1 Mr. Erjavek reported that the park signs were placed on the Feldheim grounds last year, but it is up to the
2 Police Department to enforce the municipal code due to the dire situation. Mr. Erjavek stated that the
3 Library staff and himself do their best with the situation. Mr. Erjavek advised that the security guard is not
4 authorized to take care of the situations at hand.

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6 Mr. Erjavek reported that he attended the Chamber of Commerce meeting last Wednesday and educated the
7 public about the services of the Library, Friends, and Foundation.

8
9 Mr. Erjavek reported that the City is looking into revising the webpage for all mobile devices and give Ms.
10 Puetz the availability and flexibility to update the Library webpage.

11
12 Mr. Erjavek reported that the \$40,000 San Manuel grant for books has not materialized as of yet. Mr.
13 Erjavek stated that the check will probably be presented at the Mayor and Common Council Meeting.

14
15 Mr. Erjavek reported that the California State Library has provided a \$15,000 collection development grant
16 to the Library to help the city's residents in coping with the tragic violence in early December.

17
18 Mr. Erjavek reported that SCE \$15,000 grant check was received. The grant will be used for Brainfuse
19 (\$5,200) database, Learning Express (\$3,600) database, and the Homework Assistance and supplies
20 (\$6,200).

21
22 Mr. Erjavek stated that at Feldheim there has been a long-time concern with the skylight and due to the
23 recent rain, the skylight is leaking. Mr. Erjavek reported that CBDG funds of \$275,000 will enable the
24 replacement of the skylight, but must be installed no later than June 30, 2016.

25
26 Mr. Erjavek requested for \$20,000 for library books from Brodart. In July, the Friends of the Library gave
27 the library director the authority to expend its \$20,000 for books at his discretion per library and the library
28 director requests that he be able to direct spending of the Foundation book funds with the same authority.
29 There was some discussion for books for all branches.

30
31 Mr. Erjavek stated that since the Foundation received the Southern California Edison \$15,000 grant, the
32 library director proposes the Foundation increase its monthly stipend for Overdrive eBooks from \$1,000 to
33 \$1,300 a month in addition to continuing its \$600 for audio books as the library has seen an increased usage
34 of these resources (See San Bernardino Public Library letter dated January 12, 2016). This would be an
35 increased annual cost of \$3,600 for eBooks.

36
37 Mr. Erjavek reported that around New Year's Eve that City Hall took a fair amount of swaying in the
38 earthquake, so there are efforts in the next couple years for a two-year retrofitting project. During the
39 course of the retrofitting project, the City Hall employees will need to relocate temporarily. The city
40 manager is looking at Feldheim Library for some of the employees.

41
42 **Financial Report**

43
44 The financial reports for the period ending November 2015 and December 2015 were accepted by the
45 Board and instructed to be filed (See attachments I & II). Dr. Pierson questioned the transferred to
46 operating account on both reports. Ms. Gulino-Vogt advised the items will need to be removed and will
47 present corrected reports at the next meeting.

48
49 Mrs. Potter reported that Mr. Michaud is in the process of verifying that the Library has received all
50

1 necessary equipment and software for the completion of the computer project. Mr. Michaud advised that
2 there is appropriately \$1,400 that still needs to be ordered and he will advise shortly. There is
3 approximately \$42,000 left in the computer budget.
4

5 Ms. Gulino-Vogt announced that the next Investment meeting is on January 28th at 12:00 pm, but would
6 like to meet with Ms. Anderson before that meeting. Ms. Gulino-Vogt stated that she would discuss all
7 concerns with Ms. Anderson and welcomes Mr. Peters and/or Ms. Payne. Ms. Gulino-Vogt would like to
8 get dividend and earnings reports, so that these figures are made available on the monthly Financial
9 Statement Reports.
10

11 Mrs. Potter reported that the 2016 QuickBooks Enhanced Payroll was automatically renewed by Intuit at
12 \$392.48 as unable to obtain lower price elsewhere.
13

14 Mrs. Potter reported that she made contact with Roxanne Garcia at Smith Marion & Company to start the
15 tax process with documents that were requested. Mrs. Potter advised that if they needed further
16 information from Anderson Financial Management Group that they could contact Anthony Edwards.
17 Smith Marion & Company will be preparing Mrs. Potter's W-2 and fee will be applied to tax bill.
18

19 **Committee Reports**

20 **Executive Directors' Committee**

21
22
23 Mr. Peters reported that there was no quorum due to only Dr. Pierson and himself were present for the
24 January 12th meeting.
25

26 **Investment & Finance Committee**

27
28 Already discussed.
29

30 **Ad Hoc Brodart Committee**

31
32 Ms. Payne made a motion to fund \$20,000 for Brodart books at the Library Directors' discretion for each
33 library branch with equity. **M/S/C (Pierson/Wallen) unanimously**
34

35 Mr. Peters signed the Brodart proposal acceptance letter and Mrs. Potter was instructed to mail a copy back
36 to Brodart.
37

38 **Ad Hoc Liaison Committee**

39
40 Mr. Peters was unable to attend the meeting last week. Ms. Lee might be able to meet with Mr. Erjavek
41 before their meeting. Mrs. Potter stated that if no one is able to attend the meeting, that Mr. Erjavek has
42 requested a report so that he may present it on behalf of the Foundation. Ms. Payne volunteered to make an
43 effort to attend the meeting. Previously reported (See Library Board of Trustees' Minutes dated January
44 14, 2016). The next Library Board of Trustees' meeting is scheduled for Thursday, February 11, 2016.
45

46 **Ad Hoc Membership Committee**

47
48 Ms. Lee advised that the membership drive letters will be mailed out no later than Thursday, January 28,
49 2016.
50

1 **Unfinished Business:**
2

3 Ms. Payne provided the Board with the Healthy Workplace Healthy Family Act of 2014 (AB1522) and
4 Policy and NLA Employee Handbook of Standard Operating Procedure Manual documents from the school
5 district. She instructed the Board to review the documents, be ready to discuss, and make a decision at the
6 next Board meeting.
7

8 **New Business:**
9

10 Ms. Lee is in the process of acquiring a prospective director, Corina Borsuk. Ms. Borsuk is active in the
11 school district and is a Foundation member.
12

13 **Announcements**
14

15 Mr. Peters announced the next board meeting will be Tuesday, February 16, 2016 at 5:30 pm at Security
16 Bank of California.
17

18 **New Business:**
19

20 Ms. Payne made a motion to approve the \$22,800 (\$1,300 monthly stipend for eBooks and \$600 monthly
21 stipend for audio books) including the renewal cost of the Overdrive contract of \$12,000 totaling \$34,800.
22

23 **M/S/C (Payne/Lee) unanimously**
24

25 Mr. Peters mentioned the required attendance at the regular Board meetings and each Director should
26 review in the Foundation's Amended Bylaws, Section 5.02, Item C. dated May 4, 2010 including First
27 Amendment dated November 19, 2012.

28 Mrs. Potter reported that the net income of \$4,490.65 were the results from the Annual Appeal fundraiser
29 letter (See Annual Appeal Expenditures dated November 19, 2015).
30

31 Mrs. Potter reported that the net income of \$572.20 were the results from the Give BIG online fundraiser
32 event (See Give BIG Expenditures dated December 1, 2015).
33

34 Mrs. Potter reported that the State Farm Business Owner's Policy was issued to expire on July 1st, so we
35 received a refund check in the amount of \$179.
36

37 Ms. Wallen had new bank signature cards prepared for Mr. Peters, Dr. Pierson, Ms. Gulino-Vogt, and
38 herself to sign. Ms. Gulino-Vogt will make arrangements to have her husband pick up and drop off the
39 bank signature after her signatures.
40

41 **Adjournment**
42

43 There being no further business, Mr. Peters declared the meeting adjourned at 7:04 pm without objection.
44

45 *Please note that attachments are on file in the Foundation Office with the minutes. They are distributed as*
46 *handouts during the meeting, but are not always available as online documents. It is not possible, at this*
47 *time, to include those that are email attachments.*
48

49 Respectfully Submitted,
50

51
52 Kelley A. Wallen
53 Secretary

February 16, 2016
Date of Approval