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Friends of the Russell Library Minutes
Executive Committee Meeting
January 9, 2025
Russell Library Annex Building

Present: Sandy Becker, Barrie Robbins-Pianka, Laura Taft, Makiko Shinjo, Cathy Boone, Tisha Ferguson
Recorder: Tisha Ferguson

Call to Order 10:05 AM

Approval of agenda with additions

Approval of December 2024 minutes, with additions

President's Report

- Friends 2025 annual gift to the library: Ramona has asked that the Friends provide the amount that the annual contribution (gift) to the library is expected to be for FY 2025. Looking at our projected income through June, Laura estimates that we will be able to match last year's contribution of \$20,000.
- Library lobby re-opening is this Saturday, January 11 at 11:00 AM; the Friends are invited. Sandy will extend the invitation to the sorters.
- Following the lobby event, the Russell Company meeting will be held at 11:30 in the Hubbard Room.
- Clarification of the procedure for vetting and welcoming new sorters and volunteers:
 1. Library staff clearance: when a new person volunteers, their name will be provided to Brandi, who will 'check her list'. This clearance is for sorters and those who will have access to the lower level of the library, not for book sale helpers who remain on the public floors.
 2. If ok'd by the library staff, Sandy will meet the new person and show them the sorting area and describe the process.
 3. At Sandy's discretion, she can then provide the new volunteer with a badge and the security code. ONLY Sandy may provide the security code to new people.
- Cathy will update the volunteer Sign-up Genius, to separate the setup helpers from sales helpers.

→ Q?

Treasurer's Report

- The December book sale was very good. Book Nook sales have been light (the library was closed for several days.)
- Several donations have been received with membership renewals.

Discussion and new business

- Discussion about developing a list of tasks that can be done by sorters, in addition to basic sorting. The afternoon crew often runs out of books to sort, and other housekeeping tasks could be done.
- Cathy will organize a tutorial session (or refresher) for sorters on her system for organizing and re-organizing the shelves.
- The signage bin is full of old and outdated papers, etc. Tisha will go through it and make new signs as needed.
- In an effort to increase the scanning of books for value high enough to ship to resellers, a box will be set up for books that should be scanned; also, Sandy (or others?) will show all the sorters how to use the computer to scan books. In addition, red dot (published within 2 years) books should be scanned.

Meeting adjourned at 10:50 AM

Next Meeting: Thursday, February 6, 2025, 10:00 AM, Russell Library Annex Building

Respectfully submitted,

Tisha Ferguson