



President: Margaret Sivley  
Vice President: Ted Johnston  
Secretary: Kim Welch  
Treasurer: Kathy Gladden

# Board of Directors Meeting Agenda

3/4/2024 @ 5:00 pm at the Ripon Memorial Library

## 1. Meeting Called to Order

- Approval of 3/4/2024 agenda
- Approval of Annual Meeting Minutes of 1/22/2024.
- Reading of Correspondence

## 2. Treasure's Report

- Approval of Treasurer's Report
- Authorization to pay bills

## 3. Library Funding

- Library Funding

## 4. Committee Reports

- Membership - Gary Sivley
- Book Sales – Margaret Sivley

## 5. Librarian's Report

- Amanda

## 6. Old Business

- The bi-laws article V.4 was changed from once-a-month meetings to once every 2 months meetings on the first Monday of the month. Meeting dates will be in March, May, July, September, October (due to Main Street Days & membership), December. The Annual meeting will be held in January.

## 7. New Business

## 8. Adjournment

- Next Meeting 5/6/2024 @ 5:00pm at the Ripon Memorial Library.



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# Board of Directors Annual Meeting Minutes

January 22, 2024 @ 5:00 pm at the Ripon Library Community Rm

**Present:** Amanda Luna- Stockton Library Manager, Amanda Clifford-Ripon Librarian, Angie Beckler, Margaret Sivley, Gary Sivley, Ted Johnston, Kathy Gladden and Kim Welch

- 1. MEETING CALLED TO ORDER** - by Margaret at 5:00 pm- Motion approved 1st by Kathy and 2nd by Angie - All agreed
  - Approval of January 22, 2024 Annual Meeting Agenda - Motion approved 1st by Kathy, 2nd by Angie. All agreed
  - Approval of Meeting Minutes of December 5, 2023- Motion approved 1st by Ted, 2nd by Angie - All agreed
  - Reading of Correspondence - Donation received from the Harris Family Foundation
- 2. TREASURER'S REPORT**
  - Approval of Treasurer's Report. The Friends of the Ripon Library remain fiscally strong. Kathy states the CD earned \$153.41 in Dec 2023 and over \$1,000 total in 2023
  - Authorization to pay bills. - Outstanding bill for \$132.00 for postage stamps necessary for the mailing of the Library Member meeting notices and ballots. Kathy will issue the reimbursement check to Gary S.
- 3. PRESIDENT'S REPORT** - Margaret states it has been a good year. We celebrated Melinda Kopp's retirement in July 1st with recognition by City Council at the June 13th Council Meeting, followed by a town celebration on July 5th. Amanda Clifford, our new Librarian transitioned smoothly in July. Main Street days in October was our most successful book sale to date.

**4. COMMITTEE REPORT** - Gary states our Committee has 45 Contributing Members.

**5. LIBRARIAN'S REPORT** - Please see Amanda Clifford's report 1/22/2024

- **Ripon poet laureate** - Grant agreement for \$15,000.00 over the next 3 years per the Manteca Bulletin 1/9/24 - Amanda will research the details of this program further.
- **Teen Reading Program**- Amanda shared the teen reading program has continued to grow from an average of 10 to an average of 30 teens. Additional Starbucks(\$5) and Emporium (\$10) gift cards were approved by the Committee for purchase (10 of each card).

**6. OLD BUSINESS** - Ted states the removal of the library office wall is still pending - This is a Ripon City funded project.

**7. New Business** -

- Kathy requested clarification of the By-Laws Article VI regarding the board member terms. Gary explained the by-law. No further questions
- **Election of new Board Members.** - 45 Ballots were mailed out. Gary states he received 6 ballots back with no opposition to the Current Board Members.
- Carrie Sweet with the Greet Ripon Magazine is interested in joining with the Friends of the Library again this year to issue a high school scholarship essay contest. Margaret will invite Carrie to join us at our next committee meeting to further discuss the details.
- Committee Members are interested in a Library Members Social. This subject to be discussed in further detail at the next meeting.

**8. ADJOURNMENT** - Margaret Adjourned the meeting at 5:45 pm

- **Next Annual Meeting: January 27, 2025**
- **Next Monthly Meeting: March 4, 2024**

## Librarian's Monthly Report to the Friends March 2024

- Winter Reading was a MASSIVE success system wide! Ripon had a 161% increase over last year's Winter Reading logs submitted!
- Went to Ripon Christian Preschool for Community week to share about the library and read some stories.
- Ripon Christian second graders had their field trip to the Ripon library. They were given an hour long tour + storytime and learned about the library.
- As of March 4<sup>th</sup>, Kristina Thompson is full trained and working at Ripon full time, making us fully staffed! Fatima will continue to be here on Wednesdays until March 13<sup>th</sup>, then will return to the Troke branch.
- Programs
  - In February we teamed up with Nothing Bundt Cakes to issue a reading challenge for children at the elementary school level. If children read for 400 minutes they got a free bundlet. Nothing Bundt Cakes welcomed this to continue until May, which we encouraged the community to do, however we are kicking off Cover-to-Cover in March
  - March 2<sup>nd</sup> saw the kick off of our Cover-to-Cover reading challenge. For every five books kids read, up to 15 books, they will receive a certificate for a free In-N-Out burger, courtesy of In-N-Out Burger.
  - New Mettle Farms visited to present a program on hummingbirds as pollinators. Attendees learned about how hummingbirds see the world (and their gardens) and made hummingbird feeders out of recycled cups and other materials.
  - We have been teaming up with members of the community to add additional programs to the library. Local Yoga instructor Allie came in to do a special Mommy and Me baby Yoga Class. The American Financial Education Alliance are returning to present more classes on Social Security and Medicare for seniors on March 7<sup>th</sup> and March 9<sup>th</sup>. Chris Maxfield from Pathway Financial is scheduled to do a class on Basics of Budgeting for teens and adults on March 16<sup>th</sup>. Amanda has attended the Chamber of Commerce mixer and connected with businesses that may be interested in bringing more unique and engaging programming to the library, including more financial education classes and a videography class series. Melinda Kopp continues to host her monthly book club.
  - Additional programs for January and February included:
    - Preschool Storytime/All About Baby weekly
    - Lego Club/Baby Play day bi-weekly
    - Walking day for adult (We are testing this as an ongoing program starting in March)
    - Crochet 101
    - Water Bottle Decorating
    - Crafty Crew: Paper flowers

- Camp Stuff/Camp Ripon
- Itsy Bitsy STEAM
- Valentine Cookie Decorating/Card Making
- Galentines/Barbie Movie day
- Kindness Notes
- Dr. Seuss's Birthday featuring Tony Borders
- Upcoming programs:
  - Walking Readers- a weekly adult walking club
  - Oreo Games
  - Sprout for Bees Storytime presented by New Mettle Farms
  - Preschool Easter Egg Hunt + Teen Easter Egg hunt
  - Itsy Bitsy STEAM
  - Start an indoor/outdoor garden
  - Zumbini
  - Additional programs for April coming soon!

**Friends of the Ripon Memorial Library  
Balance Sheet  
28-Jan-24**

Assets	Checking/Savings	
	Bank of Stockton Checking Account 310247006	13152.56
	Certificates of Deposit 4310001417 / 4310001510	46370.91
		<hr/>
	Total Assets, 1/28/2024	59523.47
		<hr/> <hr/>
Liabilities & Equity	Equity	
	Retained Earnings, Jan 1, 2024	57812.50
	Net Income/Loss through Jan 2024	1710.97
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	Total Equity	59523.47
	Total Liabilities	0.00
		<hr/>
	Total Liabilities & Equity	59523.47
		<hr/> <hr/>

Checks Outstanding    Ck#2577 City of Stockton - Summer Reading Program    1500.00

Total Outstanding Checks    1500.00

Deposits Outstanding

Total Outstanding Deposits

**Friends of the Ripon Memorial Library**  
**Profit and Loss YTD Comparison**  
**28-Jan-24**

		Month:	YTD	Forecast
		<u>Jan</u>	<u>Jan-Dec</u>	<u>Jan-Dec</u>
<b>Income and Expenses</b>				
<b>Income</b>	Member Donations	1850.00	1850.00	15000.00
	Book Sales	0.00	0.00	2000.00
	Interest on Accounts	152.42	152.42	1000.00
	Miscellaneous Income	0.00	0.00	0.00
	Yoga	0.00	0.00	100.00
	Share Program/Savemart	0.00	0.00	0.00
	Raymus Grant	0.00	0.00	1000.00
	Other Grants	0.00	0.00	2000.00
		0.00	0.00	
<b>Total Income</b>		2002.42	2002.42	21100.00
<b>Expenses</b>				
	<b>FORML Operating Expenses</b>			
	Advertizing/Fund Raising	0.00	0.00	600.00
	Bank Charges	0.00	0.00	40.00
	Information Tech Expenses	0.00	0.00	800.00
	Leaf Engraving	0.00	0.00	100.00
	Meeting Expenses	0.00	0.00	0.00
	Miscellaneous Expenses	100.00	100.00	1500.00
	P.O. Box Renewal	0.00	0.00	200.00
	Postage and Freight	132.00	132.00	175.00
	Ripon Chamber of Commerce Dues	0.00	0.00	200.00
	Supplies and Equipment Expense	0.00	0.00	200.00
	Tax Consulting and Preparation Expense	0.00	0.00	325.00
		0.00	0.00	
	<b>Total FORML Operating Expenses</b>	232.00	232.00	4140.00
	<b>Ripon Memorial Library Support Expenses</b>			
	Ongoing Program Support	0.00	0.00	6000.00
	Library Collection Maintenance & Support	0.00	0.00	1250.00
	One Time Program/Project Support	0.00	0.00	500.00
	Facilities Maintenance Support	0.00	0.00	3000.00
	Matching Funds	0.00	0.00	0.00
	Supplies and Equipment Support	0.00	0.00	500.00
	Miscellaneous Expense Support	59.45	59.45	500.00
	<b>Total Ripon Memorial Library Support Exp.</b>	59.45	59.45	11750.00
<b>Total Expenses</b>		291.45	291.45	15890.00
<b>Gross Profit/Loss</b>		1710.97	1710.97	5210.00





**Friends of the Ripon Memorial  
Library By-laws as of 1/22/24  
Annual Meeting**

**Article I**

Name

The name of this Organization shall be **Friends of the Ripon Memorial Library**, and shall hereafter be referred to as the Friends.

**Article II**

Purpose

To achieve our mission, the Friends have set the following goals:

- Support, promote, and advocate for the Ripon Memorial Library
- Raise funds for materials and programs not paid for by City, County, or State funding for the Ripon Memorial Library
- Partner with other community groups to help the Friends achieve its goals.
- Promote community awareness and volunteerism for the Ripon Memorial Library
- Encourage Gifts, Endowments, and Memorials for the benefit of the Ripon Memorial Library

**Article III**

Principal Office

The Principal office of the Organization is located at 333 W. Main Street, Ripon, CA, 95366. The Executive Board may change the location of the principal office at any time. Any such change shall be noted by the Secretary in these By-Laws, but shall not be considered an amendment of these By-Laws.

**Article IV**

Membership

1. Membership in the organization shall be open to individuals, organizations and businesses in agreement with its purposes.

2. Various membership levels shall be determined by the Board of Directors upon recommendation of the Membership Committee.
- 3 With the exception of Group Organizations, each member level will exercise one (1) vote.
- 4 The Friends will not share any information with third parties without the expressed written consent of all individuals involved (with the exception of established legal requirements). Nor shall any roster of membership be given to any Commercial, Fraternal, Enterprise, Group, or Agency.

**Article V**  
Meetings

1. All meetings shall be conducted according to Robert's Rules of Order, newly revised, except when in conflict with these By-Laws or with the State of California.
2. There shall be an Annual Meeting of the Organization on the fourth Monday in January. (By- laws revised 1/27/2015) The purpose of the Annual Meeting is to discuss the state of the Organization, as well as electing and installing new Board Members. Notification of the Annual Meeting will go out two weeks prior via USPS mail.
3. Votes at the Annual Meeting will be by ballot. A written ballot will be included in the Annual Meeting mailer. In the event a member wishes to vote but cannot attend the meeting, ballots can be returned by mail, to the attention of the Secretary, prior to the specified date of the meeting. The Secretary will count and report the results of the vote at the Annual Meeting.
4. There shall be a meeting of the Organization once (**every other month -Revised 1/22/24**) month on (**Mondays – Revised 1/22/24**) at 5:00 PM for the purpose of conducting on-going business. Board meeting changed to the first **Monday** of every other month and notification will be via email prior to the meeting. Meeting dates may be changed to accommodate holidays.
5. A special meeting may be held as requested by the President provided the membership is notified by email of the business to be transacted at least seven (7) days prior to the proposed date.

6. Transactions over \$100 shall require pre-approval by a majority vote of the Board of Directors. Voting may take place via email with ratification of the decision at the next regular Board meeting.

## Article VI

### Officers, Terms, and Duties

1. The Officers of the Executive Board shall be a President, a Vice President, Secretary, and a Treasurer. (The Director of a Library Services shall be an ex-officio member of the Executive Board.) The terms of office shall be for one (1) year. No Board Member shall serve in the same board office for more than two (2) consecutive one- year terms. If, however, a candidate is not available, the retiring Officer may remain in the position until the successor is found. Any Board Member, having served two (2) consecutive terms, may serve again after vacating that office for at least two (2) terms. Retiring Officers will be invited to continue on in the position of Director-at-Large to help maintain the continuity of information in the organization. Newly elected Officers will assume their new duties at the close of the Annual Meeting. Official duties are as follows:

**President:** The President shall appoint all Chairs of Standing Committees and Special Committee Chairs as deemed necessary to carry out the objectives of this organization; shall have the power to appoint interim Officers in the event that vacancies occur to the Executive Board; shall perform all other duties pertaining to the Office; is an ex-officio member of all committees, with the exception of the Nominating Committee.

**Vice President:** The Vice President shall perform the duties of the President in the absence of or at the request of the President.

**Secretary:** . The Secretary is responsible for ensuring that accurate and sufficient documentation exists to meet legal requirements, and to enable authorized persons to determine when, how, and by whom the Board's business was conducted. In order to fulfill these responsibilities, and subject to the organization's By-laws, the Secretary records the minutes of the meetings, ensures their accuracy and availability, proposes policies and practices, submits various reports to the Board, maintains membership records, fulfills any other requirements of a Director and Officer, and performs other duties as the need arises and/or as defined in the By-laws.

**Treasurer:** The Treasurer is responsible for the preparation of all Financial Statements and Annual Tax Returns. Additionally, the Treasurer will receive all bills, write all checks, deposit all monies (except the book sale money), reconcile all bank accounts, and prepare the Annual

Budget, and shall perform all other duties pertaining to the Office as established but the Board of Directors.

2. The Executive Board and three Directors at Large will constitute the Board of Directors.
3. The Board of Directors will also include a Director Emeritus position. The Emeritus designation is a non-voting, honorary position given in recognition of long-term, dedicated service to the Friends. These positions are not bound to the standard Board of Director requirements. Candidates to these positions will be selected by and voted on by the Board of Directors.
4. The Executive Board shall meet as necessary at the call of the President to transact the business of the Organization. The Executive Board will also be called to meet for the purpose of appointing an auditor (Article VIII, Section 5).
5. All members of the Board of Directors will be expected to make every effort to attend all annual, monthly, and special meetings. If a board member misses more than three consecutive meetings, and does not notify the President with a reason for their absence, the Friends will respectfully consider this as their notification of resignation.
6. All Officers and Directors are expected to maintain their membership with the Friends.

## **Article VII**

### Committees and Chairs

1. Chair holders of Committees shall be appointed by the President and approved by the Executive Board. The Committees may include: Membership, Technology, Publicity, Hospitality, Fundraising (other than Book Sale and Membership), Community Programs, Book Sale, Nomination and other as needed.
2. Interim Committee Chairs and Interim Officers appointed by the President must be approved by the Executive Board.
3. Special Committees shall be appointed by the President whenever needed. Chair holders to be appointed by the President and approved by the Executive Board.
4. A Nominating Committee of three (3) members, either from the Board of Directors or the general Membership, shall be appointed by the President to select, screen, and recommend a suitable candidate(s) for ratification by the Board of Directors. The term of service shall be for one (1) year.

## Article VIII

### Fiscal Matters

1. The fiscal year shall be from January 1st through December 31st.
2. The Treasurer and Membership Committee shall maintain a current file of up-to-date members. It is the primary responsibility of the Membership Committee Chairperson to insure that both the Treasurer and the President are in possession of the most current up-to-date membership list.
3. No indebtedness shall be incurred on behalf of the Organization by any organization member without authorization by the Executive Board. All authorized bills shall be presented, itemized and in writing, to the treasurer for the issuance of payment.
4. The Executive Board shall appoint an auditor, not an Officer, to audit the Treasurer's books prior to the end of the fiscal year (December 31st).

## Article IX

### Amendment

1. These By-laws may be amended at any Annual Meeting by a two-thirds vote of current, up-to-date members present and voting, provided that members are notified, in writing, of the proposed By-law changes prior to the meeting.
2. All Proposed By-law changes must be submitted to the Executive Board by October 1st preceding the Annual Meeting in January.

## Article X

### Dissolution of Organization

1. In the event of dissolution, all assets shall be transferred to a non-profit, charitable/ educational organization to be selected by a majority of the Executive Board at the time of such dissolution, the funds shall be transferred to Ripon Memorial Library.