



Society Board Meeting Minutes
8 May 2023

Call to Order

The regular RVGS Board meeting was called to order at 9:38 am by President Katie Haugse; a quorum was established. In attendance: Katie Haugse, Cathy Ullrich, Kim Thurman, Chris Galligan, Anne Billeter, Lynne Hunter, Pat Jenkins, Margaret Clark-Mayfield and Rich Miles. Absent: Jim Seagraves, Chris Mason.

Approval of April 2023 Minutes

2023-23 Anne Billeter moved to approve the April 2023 Board Minutes as written. Pat Jenkins second. Motion carried.

Treasurer's Report

Treasurer Kim Thurman reported that our subscription services have increased in price by about 7% which will need to be accounted for in next year's budget. In addition, we had a glitch with the janitorial service and paid the last four months of 2022 in 2023. Research fees showed a healthy increase and new memberships rebounded from April. Jeff Bales from Garon Lee Sound, who is helping Rich Miles with tech upgrades, gifted five hours of his time as an in-kind donation.

Technology upgrades contributed to our noteworthy expenses due to the purchase of equipment and consulting fees. Although the income reflects a large deficit, and we are at about 65% of our budget for technology, we remain fiscally secure. Funds could be utilized from the capital improvement monies if required. In addition, Kim will be out of town in June, so Terry Fischer will be scanning the yellow sheets and Kim will leave checks available for the other signers if required during her absence.

Total Income \$2,672.20
Total Expense \$6,937.71
Net Income \$-4,225.93

2023-24 Rich Miles moved to Approve the April 2023 Treasurer's Report. Anne Billeter seconded. Motion carried.

Kim also prepared a Google spreadsheet for tracking classes and presentations that compute net income and rank the classes by attendance and net income to aid in programming decisions.

NEW BUSINESS

Projects

Project Coordinator Chloe Sternola, Barbara Grimes and Terry Fischer have plans in the pipe-line to travel to Salem to scan documents and records at the archives. Obituaries are the most requested items for research at RVGS. In addition, Chloe is investigating the cost of binding the records. Discussion ensued on funding per diem for travel expenses as we have no line item for such. Funds could be used from the Connie Miller Memorial Fund. Suggestion to inquire if member Rich Cunningham in Portland may be able to provide the service for us to save travel costs..

Dogs and Side Door

The presence of dogs in RVGS was tabled unless it becomes an issue. Dogs could be tethered on the patio.

The side door may be locked according to the librarians' discretion. If uncomfortable with a person or situation, call 911 or press the instant call buttons on the alarm pad.

Mini-Grant

Lynne Hunter secured a \$250 grant from Oregon Heritage that must be spent by June 30. Funds earmarked to do a light snack prior to the Member Meeting on June 20th, beginning at noon. Lynne will contact volunteers to issue an invite.

UNFINISHED BUSINESS

Gift Giving Policy

Changes to the document involve changing our descriptor to "non-profit" vs "not for profit." Also discussed that tangible donations should be genealogically related. Any non-genealogical items should be sold prior and be cash donations only.

2023-25 Pat Jenkins moved to approve the changes in the Gift Giving Policy. Rich Miles seconded. Motion carried.

Social Media Policy

Small changes were discussed regarding the Social Media Policy, which heretofore will be titled Social Media and Audio-Visual Event Policy.

2023-26 Anne Billeter moved to approve the changes in the Social Media and Audio-Visual Event Policy. Rich Miles seconded. Motion carried.

Records Retention

Per Kim Thurman, IRS does not have a hard policy on record retention. Per Cramer it's the same as the IRS, though for insurance "it depends." A sub committee consisting of Kim, Pat Jenkins and possibly Chris Mason will meet before the August Board Meeting in order to suggest changes to the Records Retention Policy.

EXECUTIVE REPORTS

- President - Katie Haugse highlighted some of the happenings at RVGS, including the Bed Turning and the Getting Ready for the Coronation events. OWL operators are still needed.
- Vice President - none
- Trustee - Chris Galligan reported that librarians are not always recording the reason patrons and guests are using the library. She was delighted that all committees had turned in their numbers so all cells in the spreadsheet were filled.
- Past President - In June the Volunteer Project Policy and Whistleblower Policy will be reviewed.
- Volunteer Coordinator - No new applications were received for the month of April. Discussion followed on how to attract and keep volunteers. Ideas were sending out a Google form to members as to talents and interests; calling members who haven't been in the library recently; having librarians emphasize SIG groups; a welcome committee. Margaret Clark-Mayfield volunteered to chair an adjunct committee to work on a welcoming committee.
- Library - Anne Billeter reported that RVGS recently received 17 bags of books and papers, which volunteer Martin Lenz was kind enough to retrieve from the donor, Beth Freeman, in Mt. Shasta City. The bedturning and coronation events

were well attended. Grants Pass Genealogical Society includes our events in its newsletter.

- Education - Pat Jenkins stated that she still needs presenters for classes in August and September. Members preferred as instructors. Also, concern was expressed that some lapsed members are paying the member price for classes. Pat requested that the class sign-up form include "speaker" as a choice on the "how did you hear about" tab.
- Membership - Margaret Clark-Mayfield updated the membership letter including the verbiage for membership dues assistance. The letter is under review. After some shuffling of members' status as to honorary/life/courtesy, total membership stands at 673.
- Technology and Data Management - Rich Miles said that all patron computers have been updated to Deep Freeze. Patron computers 1-5 still need to be manually started. Registration form for classes will be updated to allow registration in person, online or by email or calling RVGS. Rich praised Jeff Bales for his correct updating of our computers.

COMMITTEE REPORTS

- Public Relations - vacant
- Maintenance - vacant
- Editors - Rogue Digger - vacant
- RVGS eNews deadline, 20th of the Month, enews@rvgslibrary.org per Rich Miles

MEETINGS

- Next Member Meeting May 16th, "Railroading in Southern Oregon" 1:30 pm hybrid
- Next Board Meeting June 12th, 9:30 in the library

Respectfully submitted,

Cathy Ullrich, secretary