

CITY OF RANCHO CUCAMONGA  
RANCHO CUCAMONGA PUBLIC LIBRARY FOUNDATION BOARD

Adjourned Meeting

**A. CALL TO ORDER**

An adjourned meeting of the Rancho Cucamonga Public Library Foundation Board was held on Saturday, May 21, 2016, in the Tri-Communities Room, located at the City of Rancho Cucamonga at 10500 Civic Center Drive, Rancho Cucamonga, California. The meeting was called to order at 9:15 a.m. Present were Members Akahoshi, Easter, Gilfry, Gonzalez, Leal, May, Scott and Sommer.

Also present were Kevin McArdle of Kevin J. McArdle Consulting, Ray Wimberly, Chairman of the Planning/Historic Preservation Commission, Michelle Perera, Library Director, Brian Sternberg, Assistant Library Director, Margaret Hatanaka, Adult Services Supervisor and Vivian Garcia, Administrative Secretary.

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**B. COMMUNICATIONS FROM THE PUBLIC**

None were presented.

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**C. CONSENT CALENDAR**

C1. Consideration to approve Library Foundation Treasurer's Report of April, 2016.

MOTION: Moved by Member Sommer to approve the Library Foundation Treasurer's Report of April 2016, seconded by Member Akahoshi, motion carried, 8-0-2 (with Davies and Soehnel absent).

C2. Consideration to approve Minutes of April 30 and May 2, 2016.

MOTION: Moved by Member Gonzalez to approve the Minutes, seconded by Member Sommer, motion carried, 8-0-2 (with Davies and Soehnel absent).

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**D. LIBRARY DIRECTOR'S STAFF REPORTS**

D1. Consideration and discussion regarding the Library Status. The oral report will be presented by Michelle Perera, Library Director.

Michelle Perera, Library Director, stated that the Empire Lakes project had been approved to move forward. On June 1<sup>st</sup> the Campaign Fundraising Plan will be presented to City Council. On June 7, the Budget Hearing will be the first of three hearings.

Library Director Perera provided an oral update on the API Cultural Arts Night, Friday, May, 20. There were approximately over 400 attendees. She reviewed the Star Wars Read event which will be May 28 and 29, 2016.

D2. Consideration and discussion regarding Library Second Floor at Victoria Gardens. The oral report will be presented by Michelle Perera, Library Director.

Library Director Perera presented an oral update on the second floor of the Biane Library to the Members.

Library Service Manager Vera arrived at 9:25 a.m.

Michelle Perera, Library Director, stated that the Library had been awarded \$70,000 LSTA Grant from the State Library for programming for the second floor.

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### **E. BOARD BUSINESS**

E1. Consideration and discussion regarding Library Foundation 2016/17 Budget.

Michelle Perera, Library Director, reviewed the proposed Library Foundation 2016/2017 Budget with the Members.

MOTION: Moved by Member Easter to approve the Budget, seconded by Member May, motion carried, 8-0-2 (with Davies and Soehnel absent).

E2. Consideration and discussion regarding Library Fundraising Campaign. The discussion will be led by President Scott.

Kevin McArdle of Kevin J. McArdle Consulting reviewed and recapped with the Members the information from the past two meetings.

Kevin McArdle covered page 14 of the Fundraising Plan. He stated that at this time, the Library is in the silent phase of the campaign. Cultivate your prospects. In late July, August and September, ask your large donors - \$10,000 and above. Plans at this time are to have a grand opening – a special event to the large donors prior to the Campaign going public.

Kevin McArdle reviewed pages 16 & 17 which will be the Prospecting ad hoc sub-committee.

Kevin McArdle reviewed pages 18 & 19. Also pages 20-23 which will include Marketing and Branding. Cara Vera, Library Services Manager, will be sending out information which include talking points and handouts to help you.

Cara Vera, Library Services Manager, stated there is not an update to the case statement at this time.

Brian Sternberg, Assistant Library Director, reviewed the Donor Prospect Tracking Chart with the Members.

Kevin McArdle reviewed pages 37-40 of the Plan Development with the Members.

The Members practice “the Ask.”

Members Akahoshi and Leal left at 11:08 a.m.

Ray Wimberly, Chairman of the Planning/Historic Preservation Commission, left at 11:08 a.m.

Dianna Lee, Vice Chair of the Park and Recreation Commission, arrived at 11:21 a.m.

President Scott left at 11:35 a.m.

President Scott returned at 11:39 a.m.

Kevin McArdle talked about Common Fundraising Mistakes with the Members.

Kevin McArdle reviewed Fundraising Success with the Members.

E3. Consideration and discussion regarding future fundraisers and sponsorship materials. The discussion will be led by President Scott.

President Scott reviewed Tour de Fork with the Members.

President Scott thanked Kevin for the workshops that he had presented to the Library Foundation Board.

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**F. IDENTIFICATION OF ITEMS FOR THE NEXT MEETING**

None were identified.

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**G. ADJOURNMENT**

MOTION: Moved by Member Easter to adjourn, seconded by Member Sommer, motion carried, 6-0-4 (with Akahoshi, Davies, Leal and Soehnel absent). The meeting adjourned at 11:54 a.m.

Respectfully submitted,

Tina Gilfry  
Secretary, Library Foundation Board

Prepared by,  
Vivian Garcia  
Administrative Secretary

Approved: August 8, 2016