

FRIENDS OF THE MANCHESTER LIBRARY

Regular Board Meeting Minutes for December 6, 2023

Attending: C. Williams, C. Campbell, J. Winslow, T. McBride, R. Pardo, P. Johnson, B. Peterson, P. Rees, K. Wilson, E. Cisney, Paul Nuchims, D. Denniston

Action items pending for next meeting:

- A) Kathleen to email copies of the documents on security camera use and Strategic Direction.
- B) Ray to forward a copy of the proper "GO bag" for disaster preparation to each of us.
- C) All to provide John with suggestions on the brochure update information.

Approved motions:

- 1) A motion to approve a \$4000 donation to KRL Foundation for Summer Learning was approved.
- 2) A motion was approved to fund the staff Holiday party for up to \$350.
- 3) A motion was approved to fund HVAC semi-annual maintenance for up to \$600.
- 4) A motion was approved to allow Carol to purchase new thank you cards for up to \$350.
- 5) A motion was approved to allow the Friday "AA" group the same rental as existing "AA" groups.
- 6) A motion was approved to suspend our two year officer term limit for election of the two proposed candidates for Secretary and Treasurer for 2024.

President Chuck Williams called the meeting to order at 7:03PM and determined there was a quorum (7/7) present.

Correspondence: None.

Minutes of the previous meeting: Approved as written.

Two minute reports:

Treasurer: Theresa said she is seeking clarification on the invoice from Carol Kowalski on the 7/4 parade.

Secretary: John thanked the officers for signing the Endowment fund policy update.

Branch Manager: Kathleen reminded us that the KRL Foundation asked for a 2024 \$4000 donation for the Summer Reading program. She also requested funding for the staff Holiday party which will be held at the glass artist's studio and they will be making glass ornaments. A motion to approve up to \$350 to fund the event was approved.

Kathleen also noted the significant successes of the recent Baby Band programs organized by Nel; attendance has been sufficient to necessitate the addition of an afternoon duplicate program. The Board sends their congratulations to Nel on her amazing success!

KRL Board: Eric said that the KRL Board has just authorized increasing the library levy rate up to the full 1% increase allowed for the 2024 budget. He also circulated the draft 2024 budget for all to review. Eric also mentioned that KRL has released their Security Camera Library Policy dated 11/22/23. We feel that the policy should suffice for coverage of any potential security cameras we may choose to install in our

building. Finally, Eric showed a document entitled “Strategic Direction 24-29” which will serve as a 5 year plan guideline for KRL. Kathleen will be emailing copies of the security camera and Strategic Direction documents to the officers.

Bookstore: Peggy plans to offer a bargain book giveaway beginning on 12/9 and continuing for a few days until our “Bargain section” in the bookstore is reduced significantly. The shelves are pretty full.

Gardens: No report.

Newsletter: Ray’s next newsletter will be distributed in early January.

Facilities: Steve Fuller’s written report noted that all is well. Carol mentioned that she and Chuck observed as the Air Masters’ technician modified the thermostat settings for our heat pump. The interior temperature was set at actual temp of 72°F. (was “feels like”) and the “balance point” was re-set so that below 35°F. only the gas heat will operate, and in the range of 35°-40°F. both the heat pump and gas furnace will function together. Above those temperatures, only the heat pump will function. All this effort was in our attempt to keep the building satisfactorily warm while using the heat pump to its best contribution while minimizing CO2 production. Theresa also said she has received a quote from Air Masters for the semi-annual system preventative maintenance and a motion was made and passed to approve up to \$600 to perform that maintenance.

Plant Sale: Carol said she has placed an order with the Conservation District for plants for this year.

Salmon Bake: Ray presented a two-page “Salmon Bake 2023 Debrief”. He asked the Board to read the report in detail and approve the recommendations and decisions made in the report at the January 2024 Board Meeting. Ray also noted that the Salmon Bake cooks acknowledged our selecting them as our “Special Friends of the Library”, but declined our offer of gift cards and asked that the funds be retained by the Friends.

Port Meeting: No report.

MCAC: Ray mentioned the most recent meeting topic was disaster planning and he will forward a description of a proper “GO Bag” to us.

Social Media/Website: Ray is keeping our web-site up to date.

Old Business:

Exterior Paint: Awaiting residing under windows. Likely to be in the spring time.

Meeting Room cabinets/countertops: Carol said this project was likely to be completed in the spring.

Window replacement: Eric said that the windows will be replaced on a future Sunday by Bob Cooper.

Siding replacement: Eric plans to complete this shortly after the window replacement.

NY Times saga: FOML will continue to pay for the daily subscription up until the KRL order is completed in 2-3 months per Kathleen.

Donor recognition: Carol presented a number of framed 8-1/2X11" documents showing donors and will be posting these in the library. Carol will also be investigating donor software to track future donation in the next month or two.

Video policy/Security cameras: No action will be undertaken by FOML pending possible action by KRL.

Advertising FOML building ownership: Barb has created and posted signage to help clarify ownership.

Social Media/Facebook designee: We are looking for someone to tend to our social media.

Donation thank you notes: Carol and Peggy have complete a number of thank you notes to donors and as a result we are now down to one remaining thank you note blank. A motion was made and approved to allow Carol Campbell to purchase new thank you note cards with the current logo for up to \$350. The purchase will most likely be made at "My Printing Services".

Brochure update: John presented a re-worded draft FOML brochure and asked for feedback from all.

Room rental to Sunday AA groups: John noted that there had been recent communication between Cherm and Frank Gilbert on the special rates for the two groups and recommended that no further action be taken on the rental fees for those two groups. Theresa noted that a new "AA" group was forming for Friday evening's beginning in early January. A motion to allow the new group to receive the same special rate as the existing groups was approved.

"Green" electric power: John has investigated the PSE offering to allow customers to pay an additional fee to receive all "green electric power". This would allow us to declare our electricity to be carbon free. John estimates that, depending on our monthly electrical use, this fee would likely range from \$6-\$51 per month additional charge. He recommended that we pass on this option for now and no other action was suggested.

QR code for FOML payments: Theresa has investigated this and is willing to try with the special book sales using the QR codes linked to our "Square" payment account.

Room naming plan: If in the future we might consider naming a room in our building, we agreed that it would be appropriate to make a recommendation to KRL and to also follow their room naming policy.

CO2 reduction efforts: John presented his most recent data on our efforts to minimize our "CO2 footprint". Our fine-tuning of the heat pump will impact this slightly. Also, all efforts to minimize unnecessary electrical use inside the library always helps.

New Business:

Election of 2024 officers: the nominating committee of Ray, Barb, and Penny offered the following slate of potential candidates for FOML positions for 2024:

President: Chuck Williams, Vice President: Dave Denniston, Treasurer: Theresa McBride who has served in this role since 2017, Secretary: John has served in this role since 2020, Director 1: Dennis O'Connell for a term which expires on 12/31//26. A motion was made and approved to suspend our two year term limit for the positions of Secretary and Treasurer. No other slates of candidates were offered. A motion was approved to accept the list of candidates presented.

Budgeting for future building maintenance: John presented his spreadsheet that analyzes funds that need to be in our building fund to allow for future replacement as anticipated. For 2024 we need to have \$52,310 in the building fund and our balance in that account is slightly greater than that.

Confirming dates for 2024 activities: John posted anticipated dates for 2024 and had feedback on fine adjustments to those dates which will be included below and on future agendas.

With no further business, the meeting was adjourned.

Adjournment of official business: The meeting was adjourned at 8:38PM

Respectfully submitted by John Winslow, Secretary

Next Meeting: Wednesday January 24 at 7:00PM.

Schedule of future events:

Board Meetings: (all 7 pm) 1/24, 2/28, 3/27, 4/24, 5/22, 6/26, 7/24, 8/28, 9/25, 10/23, 12/4

Special Book Sale: 2/3, 6/16, 11/2

Plant Sale: Continuing sidewalk sale March-Oct with large one day event Saturday 4/27

Salmon Bake: 6/16

Garden weeding: 9:30am second Fridays 4/12, 5/10, 6/14, 7/12, 8/9, 9/13, 10/11