

## **FRIENDS OF THE MANCHESTER LIBRARY**

### **Regular Board Meeting Minutes for January 24, 2024**

**Attending:** D. Denniston, C. Campbell, J. Winslow, T. McBride, R. Pardo, P. Johnson, B. Peterson, P. Rees, K. Wilson, E. Cisney, Dennis O'Connell, Paul Nuchims, Jim Brewer, & Debra Knodel

Excused: Chuck Williams

#### **Action items pending for next meeting:**

- A) Theresa to work with Tony Lang at the port on our certificate of insurance.**
- B) Ray will gather facts and prices on refrigeration options for the Salmon Bake.**
- C) Ray will contact several individuals who were suggested as potential social media helpers.**
- D) All to provide John with suggestions on the brochure update information.**

#### **Approved motions:**

- 1) We will only sell cooked salmon fillets that we are unable to sell during our annual event, and not make this a regular feature of the event.**
- 2) A motion was approved to pay Lisa Stirrett \$17,184 for the installed glass fish.**

Vice President Dave Denniston, with the approval of those in attendance, called the meeting to order a few minutes early, at 6:55 PM and determined there was a quorum (6/7) present.

**Correspondence:** Kathleen circulated a nice thank you card from the staff for our support of the staff Holiday party at Lisa Stirrett's glass shop.

**Minutes of the previous meeting:** Approved with addition of Ray's questions on the Salmon Bake.

#### **Two minute reports:**

**Treasurer:** Theresa asked whether there were any questions on the reports presented, and there were no significant issues. Theresa also presented the final 2024 budget and John complimented her on the careful preparation of a detailed budget. John also asked if Theresa had been able to send a copy of our certificate of insurance with the Port as insured for the use of the Port lot for the Plant Sale and the Salmon Bake. Theresa will take action to complete the Port's request.

**Secretary:** John discussed our annual discussion of conflicts of interest and had each officer declare whether they had any conflicts of interest pertaining to their work on the FOML Board. All in attendance declared they had no known conflict of interest. Subsequent to the meeting, John asked Chuck whether he had any potential conflict of interest with his role on the Board of the FOML and he declared he did not.

**Branch Manager:** Kathleen distributed copies of the KRL's five year Strategic Direction pamphlet and we were particularly pleased to note the cover photo was taken behind the library with the wall art backing up some young patrons at Manchester! We also received the latest Mission and Vision statements.

**KRL Board:** Eric noted that KRL has just reopened the newly redecorated Bremerton Branch and also commented that this branch will now be known as the Bremerton Martin Luther King Jr branch. Since

we had been discussing audits at our Endowment meeting, Eric mentioned that KRL had just completed a State mandated audit and it cost KRL \$16,000 to complete the audit.

**Bookstore:** Peggy spoke of the success of the bargain book giveaway which helped us dispose of about 30% of our old shelf inventory that would otherwise had been donated. Also of note is our upcoming February 3<sup>rd</sup> book sale. Volunteers are needed for set-up on 2/2 and to help with the sale on 2/3. Peggy is hoping to recruit more, young, strong helpers since most of our normal volunteers find our physical skills dwindling. This might be a good goal for us this year!

**Gardens:** No report.

**Newsletter:** Ray's next newsletter will be distributed in mid-February; he is always looking for more content

**Facilities:** Steve Fuller had no report since he has been out of state lately.

**Plant Sale:** No report.

**Salmon Bake:** Ray had several issues on which he sought Board input; there had been some interest in making the sale of cooked fillets of salmon as a regular feature of the Salmon Bake. Ray is concerned that this could open a number of issues with the health department if we were to try to sell any more than just those fillets that we are unable to sell as part of dinners. The Board understood Ray's concerns and passed a motion to only sell salmon fillets that could not be sold during our Salmon Bakes each year. Ray also presented some suggestions on how we might alter our strategy on refrigeration of food prior to and during the event to reduce our cost of rental refrigerated trucks. It was apparent that we needed more facts and prices prior to making a decision on this issue. Ray is also still looking for an individual to assume his responsibilities for several weeks prior to, and during the Salmon Bake, since he will be out of town.

**Port Meeting:** No report.

**MCAC:** Ray said the presentation at the most recent MCAC meeting was on the annual County Budget. He mentioned that most of the data is also available on-line at the County site.

**Social Media/Website:** Ray is keeping our web-site up to date and we are still looking for a volunteer to help us with the social media aspect. Several names were suggested and Ray will make contact with those.

## **Old Business:**

**Window/siding replacement:** Eric said that Bob Cooper recently completed the installation of our four windows needing replacement. As the weather warms up in the spring, the siding below the windows will be finished.

**Meeting Room cabinets/countertops:** Carol said this project was likely to be completed in the spring, possibly by Bob Cooper.

**Exterior Paint:** Awaiting re-siding under the replaced windows. Likely to be in the spring time.

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

**Donor recognition software:** Carol will restart the investigation for donor software to track future donation in the next week or so.

**Social Media/Facebook designee:** Noted above.

**Brochure update:** John will resend the re-worded draft FOML brochure and asked for feedback from all.

## **New Business:**

**Results of the Endowment meeting:** John said they will be re-balancing the funds to hit our target allocations and we decided to move the funds for the “Building Fund” from the Yacktman fund to the Vanguard Large Cap Index Admin Fund to simplify processing for Theresa and to take advantage of a lower expense ratio.

**Consider fundraising for new exterior paint:** Carol offered that we could consider doing a new fundraiser to cover the expense of repainting the exterior of the building, but we all agreed that we have sufficient funding for new paint. We want to make sure that our donors help us when we really need the help!

**Invoice for glass art to recognize donors:** Theresa presented the invoice from Lisa Stirrett for the glass art. The invoice was for a total of \$17,634 versus our budget of \$12,200. After considerable discussion, we took a vote on a motion to pay the invoiced amount less the \$450 for a glass fish that was broken during installation by Lisa. All those who voted agreed to the motion. We agreed that we managed this project poorly and felt compelled, as a result to pay Lisa her invoiced amount less a fee that we didn't feel responsible for. In the future, we probably need to have a contract for such a project.

**Nominations for next “Special Friend of the Library”:** In Chuck's absence, John agreed to accept nominations for our next special friend until February 17. The officers will collectively vote on the recipient of the recognition and announce at the 2/28 meeting.

**Key Inventory:** John conducted an inventory of outstanding keys for the front and meeting room door keys. Kathleen vouched for the 35 KRL staff who hold front door keys, and John reported the six FOML members who hold keys still have them. The meeting room door has several apparent “lost keys”, Jim Strode claims to have turned in key #7, and a former Water District employee, Scott Wolf left the district without turning in the key. These two keys will be presumed to be lost with no action taken to re-key.

**Background checks:** John reviewed the status of our background check system. We have two new officers that will need to complete background checks, Dave Denniston and Dennis O'Connell. The forms to initiate those checks were issued at the meeting. The next actions will be the renewal of background checks for 16 of us prior to 9/16/24.

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

Respectfully submitted by John Winslow, Secretary

Next Meeting: Wednesday February 28th at 7:00PM.

**Schedule of future events:**

Board Meetings: (all 7 pm) 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

Kitsap Great Give: 4/16

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