

FRIENDS OF THE MANCHESTER LIBRARY

Regular Board Meeting Minutes for February 28, 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, Kylee Matala

Excused: Chuck Williams

Action items pending for next meeting:

- A) Dennis to provide John with his contact information for updating volunteers list.
- B) KRL to update our joint MOA with verbiage to facilitate the FOML insurance coverage.
- C) John Winslow to sign the revised MOA and forward back to KRL.
- D) We all need to keep our eyes open for a potential volunteer building maintenance manager.
- E) Deb Knoedel to assume the role as our social media coordinator.
- F) Carol C. to discuss cabinet quote further with Bob Cooper and do an email vote if required.
- G) Theresa to provide feedback on donor tracking spreadsheet at our March meeting.
- H) John to provide Kathleen with brochure text and involve KRL publications for photo help.
- I) Carol C. will provide the written audit report at our March meeting.
- J) Theresa will discuss Port's need for certificate of insurance with Tony Lang.
- K) Ray to continue search for a larger refrigerator for the library, Managing Director, and co-chair for the Salmon Bake.

Approved motions:

- 1) None this month.

Vice President Dave Denniston called the meeting to order at 7:00 PM and determined there was a quorum (6/7) present.

Correspondence: None.

Minutes of the previous meeting: Minutes were approved as written.

Two minute reports:

Treasurer: Theresa noted that she had updated the year-end reports and there will likely be some additional updates to those reports next month as well.

Secretary: John circulated an example of a thank you note from a charity that was mostly pre-printed which we might consider for our normal small sized donations to expedite the response timing. John also mentioned that he is in the process of updating the volunteers list and still needs information from Dennis O'Connell.

Branch Manager: Kathleen provided copies of her monthly report and mentioned that she needed T-shirt sizes for the officers so she can provide Summer Learning T-shirts for all and she also asked for our okay to borrow 30 of the Salmon Bake chairs for an event in Port Orchard with D.D. Black on 3/19, which was unanimously approved. Kathleen also mentioned that the MCA is missing a "Seahawks Corn Hole

platform” which was used at an event in the fall. She continues her search in all of our storage locations.

KRL Board: Eric noted that KRL and the union have passed the collective bargaining agreement. He also passed around a note from KRL’s Dan Baer with some suggested changes to our Memo of Agreement (MOA) with KRL to facilitate our FOML liability/property insurance that is coordinated by KRL. KRL will update the MOA and send it to John Winslow for a signature soon.

Bookstore: Peggy reminded us all that the next Special Book sale will be held on Saturday April 27 along with the Plant Sale.

Gardens: Carol Campbell reminded us that the first clean-up of the year is planned for Friday April 12.

Newsletter: Ray’s next newsletter will be distributed in mid-April.

Facilities: Last week, Steve Fuller turned in his keys to the building and announced that he will no longer be responsible for the maintenance management of the building. He commented that he felt there was not enough to do. John said we need to find a replacement volunteer who is handy and willing to invest 1-3 hours per month keeping track of preventative maintenance and small repairs to our building.

Plant Sale: Carol Campbell said that a volunteer (Susan Kinyon) will be picking up our 110 purchased native plants for the plant sale on March 8th. The “team” will have a work party shortly thereafter to pot those plants and ready them for sale.

Salmon Bake: Ray said that he heard from Geoff Yahn that the price of salmon for our salmon bake is expected to be similar to last year.

Port Meeting: Dave attended the Port meeting this month and reported that Commissioner Jim Strode is actively planning the construction of a new community center on the property to the north of the Library. The building is planned to be two story with about 3500 ft² on each floor. Funding for this project is currently the biggest barrier to progress. Jim is investigating grants and/or taxing to cover the anticipated \$2.5-3.0 million project. Dave suggested that it would be valuable for all community members to attend future Port meetings to learn more about Jim’s proposal and to provide input. Port meetings are held on the 2nd Monday of the month at 6:00PM in the library meeting room.

MCAC: Ray reminded us that these meetings are held on the 1st Tuesday of the month at 6:30PM in the library meeting room. One of the issues currently under consideration is providing community members with reflective vests at an attractive price to encourage safe walking along our roadsides.

Social Media/Website: Ray is keeping our web-site up to date with updates about weekly. He also said we are still looking for a volunteer to help us with the social media. At that point, Debra Knoedel spoke up and volunteered to take on that task! Our gratitude to Debra.

Old Business:

Siding replacement: Eric said that project should be completed fairly soon as the weather warms-up.

Meeting Room cabinets/countertops: Carol discussed the proposal presented by Bob Cooper. We agreed that it would be wise to only add need cabinet doors and not replace the entire cabinets and not include a dedicated microwave cabinet. Carol will discuss the bid further with Bob Cooper and if appropriate, we will use an email vote to take quick action on options as pricing.

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

Donor recognition software: Carol spent considerable time developing a Google spreadsheet which should solve the issues we have had with tracking past donations back to 1993. Theresa is becoming familiar with the attributes of the spreadsheet and will provide her feedback next month.

Social Media/Facebook designee: Noted above.

Brochure update: John said that Kathleen offered the services of the KRL publications group to organize the text we provide and add photos as requested to a layout of a new brochure. John will provide Kathleen with the latest version of the text.

Rebalancing of Endowment assets: John and Theresa wanted clarification on an action reported in the Endowment meeting minutes from last month. John said that we should do an annual rebalancing of assets in the funds so that we would maintain 25% in Growth funds, 50% in Growth and Income funds, and 25% in Balanced funds. To make this adjustment would require selling \$21,900 from the Parnassus fund, and with the proceeds, purchase \$2900 more of the Vanguard Small Cap Index and \$19,000 more of the Vanguard Star funds. We agreed that this would achieve the rebalancing and an Endowment funds transfer sheet was approved with signatures of four officers and provided to Theresa.

New Business:

Audit: Carol Campbell is assembling an audit report and will provide it at our next meeting.

Special Friend selection: This month we are honoring Peggy Rees for all of her efforts as the bookstore manager and for significant help with the plant sale as well.

Certificate of insurance for use of Port facilities: Theresa will discuss requirement with Tony Lang.

Salmon Bake/refrigeration needs: Ray has investigated options for refrigeration of food used during the salmon bake. Ray reports that there are no local suppliers of portable refrigeration units. He is optimistic that he can find a larger refrigerator that will fit in the available space in the meeting room that can fit our needs for about \$1,000. The Manchester Pub is willing to store the salmon for the three days prior to the event. The refrigerator is primarily needed to store the coleslaw and some other small items. Ray will continue his search for an appropriate refrigerator.

Ray also reminded us that he will be out of country for the last four weeks prior to the Salmon Bake. He suggested that we need to have a Board member act as the Managing Director of the Salmon Bake to act as a liaison with the Board. He also is searching for someone to fill his role and act as a co-chairman for the Salmon Bake during his absence.

Great Give: John said he, Carol C., and Theresa have teamed up to update the website for the Great Give with this year's information. The event will be held on April 16th. He would still like to find another volunteer to take over this duty for 2025.

Paul Nuchims: At the end of the meeting, Paul asked for few moments to discuss a topic near and dear to him; this was the handling of the FOML offer to fund a copy of the New York Times for the library. Paul expressed his disappointment in how the project was handled and said we still don't have reliable delivery of the paper in a timely manner after one year in process. Kathleen said that KRL will re-assume the responsibility for the NY Times in July. Subsequent to the meeting, Theresa pointed out that this expenditure was only approved in May 2023, upon which she started working on the challenge of getting a copy of the NY Times, funded by FOML and at a lesser cost than the full library edition.

Ray Pardo: Ray updated us on the health of our friend Nobu Kawasaki. Nobu has been transferred to Swedish Hospital in Seattle for further surgery.

Adjournment of official business: The meeting was adjourned at 8:51PM

Respectfully submitted by John Winslow, Secretary

Next Meeting: Wednesday March 27th at 7:00PM.

Schedule of future events:

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

Special Book Sale: 4/27, 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