

FRIENDS OF THE MANCHESTER LIBRARY

Regular Board Meeting Minutes for October 27, 2021

Attending: E. Cisney, J. Winslow, T. McBride, R. Pardo, P. Rees, C. Williams, C. Campbell,

K. Wilson, S. Whitford

Action items pending for next meeting:

- A) Kathleen to verify when we are likely to see our invoice from KRL for insurance.
- B) Kathleen to inquire whether the janitors are over-lighting the building in the early morning.
- C) Carol C. to cover all external hose bibs.
- D) Ray will staff the FOML donations booth at the 12/5 booth at the tree lighting event.
- E) Eric to check remaining gutters for any blockages.
- F) Each officer to sign the revised Background Check policy at the library.
- G) John will send out a reminder on "Special Friend" nominations.

President, Eric Cisney called the meeting to order at 7:02PM and determined there was a quorum present (6 of 7).

Correspondence: Ray said that he had a voice mail message from Carrilu Thompson from the MCA and they have agreed to donate \$500 toward our building fund and a check will arrive shortly.

Minutes of the previous meeting: Approved as written.

Two minute reports:

Treasurer: Theresa asked if there were any questions on her reports. John asked when we are likely to see an invoice from KRL for our liability insurance. Kathleen offered to check and Theresa said they normally arrive in November.

Secretary: John said he had recently updated our list of volunteers and will send a copy to the Board members. John also mentioned that with the app used to monitor our solar panels he has a clear picture of electrical use at the library. He mentioned that there is consistent peaks of 3-5 Kilowatt electrical load, similar to normal library hours, in the 4-8AM timeframe on weekdays. He thought this might be the janitorial staff switching on all the lights in the library while performing janitorial service and asked Kathleen if she could inquire on this and ask whether the janitorial work could be done at lower lighting levels to reduce the electrical costs with just one person in the building. During normal off hours, the library load is just under one Kilowatt.

Branch Manager: Wilson has reworked all the meeting room rental documents to our new format. Also, to minimize impact on local communities, KRL will discontinue Wi-Fi access at each of the locations between 10PM and 4AM. KRL also noted that the recent Covid-19 policy of opening some windows to improve fresh air circulation is being discontinued for the winter to avoid over-stressing the HVAC systems.

Bookstore: All activities approaching normal operation.

Gardens: No activity until next spring.

Newsletter: Next edition will be for Halloween and a following edition will be timed for Thanksgiving.

Facilities: Lacking an official building maintenance manager, John volunteered to replace the smoke and CO alarm batteries, checked the furnace air filters, and performed most of the normal October maintenance. Carol C said the irrigation water shutoff is turned off and insulated for the winter and she will also cover all the exterior hose bibs. John asked if Eric had time, could he check the few remaining gutters to make sure they are clear.

Plant Sale: Just a last few items being sold.

Salmon Bake: No report.

Port Meeting: No report.

MCAC: The most recent MCA meeting covered the upcoming ballot issue on replacement of the 911 system. Ray said the current system uses technology from thirty years ago. Ray also said that the MCA has offered a booth at the December 5th tree lighting for the FOML to do some added fundraising. Ray agreed to staff the booth and accept donations.

Social Media/Website: See old business.

Old Business:

Web site update: A revised website using “Go Daddy” provided software is currently in testing (manchwa.org is the test location). All who looked at the site had favorable comments. Ray is working on the details and will collaborate with Carol C. and Lisa Hubert on the final approach.

Library impact stories: Kathleen continues to gather information from patrons.

Potential fundraiser with Gregg Olsen: No report.

Corporate donations for the building fund: Ray has submitted the paperwork to Kitsap Bank for a donation. He is also approaching a Starbucks manager to initiate a grant from the Starbucks Foundation. His next target is Albertsons.

Recognition ideas for the building fund donors: All were encouraged to look at “library donor recognition” on the internet for ideas. John said he particularly liked the child holding a bunch of balloons with the donors’ names on each balloon. We agreed that we should include all donors’ names on a display to last for at least several months and have a longer-term display of donors above a certain level so the display isn’t too big. For a large display of all names, we might consider using some of our outdoor space adjacent to the building.

Building expansion progress: Eric said the HVAC contractor has started the duct modifications as of 10/26 and is now nearly completed with that phase. The heat pump we need is still on order. It was suggested by the contractor that we choose a two day window when the library could be closed to facilitate the change-out (noting that there will be no heat in the building during those days). The electrician started the job on 10/27 and will likely finish by 11/1. The framing inspection should be

completed following the electrical inspection and then the insulation can be installed. Kitsap Gutters submitted a bid of \$2560 for gutters and downspouts which was several hundred dollars less than the Hanley bid. A vote on whether to proceed with Kitsap Gutters was approved unanimously. The gutters will be a dark grey. Carol C. asked about the storage shed situation. Ray will submit revised sketches this coming week. It was noted that if we keep the individual sheds (possibly two sheds) to less than 200 ft² each, we can avoid permitting. It was also suggested that we consider storing the salmon bake racks at the plant storage area to avoid smelling-up any new sheds.

Capital Campaign: John commented that Carol C. and Peggy have, this past week, sent out 66 letters and 190 emails to recent donors to encourage them to ask neighbors to help with our campaign and consider making an additional donation themselves to help us reach our goal. The letter was beautifully composed and we have had immediate results with numerous donations. Carol C. suggested that in the future we might want to use the FOML email to send out solicitation letters in lieu of personal emails to avoid confusion and simplify addressing to a large group.

Key audit: John noted that the FOML has eight different keys retained and 135 individual keys to monitor. He said that he jointly audited the keys with significant help from Kathleen. Several keys are currently missing, but judged to be of low risk. No front door keys are missing. Proposed actions include: make a duplicate key for the FOML safe and store that key in the FOML safe deposit box at Kitsap Bank, have one other safe key well-hidden at the library so those who need access can find it, yet it will be more secure, the outdoor "blue cash box" keys should be stamped with sequential numbers for improved tracking. And a spare key for the suggestion box should be provided by Thom Uemoto or a new key made as a back-up. It was decided that the key for access to the new addition should be made to match the existing front door keys.

Background checks: Nearly all the FOML volunteer background checks have been completed. All that is necessary is for Matt Broderick's application to be approved. A revised policy for Background Checks was presented by John. The new policy eliminates the necessity of those holding keys for after-hours meetings from being subjected to the Background Checks. John has left a copy for signatures in the FOML "mailbox" for each of the officers/directors to sign.

Proposed Golf Tournament: No report from Carol K.

New Business:

Replacement Building Maintenance Manager: No response from Carol K. on whether Joe Kowalski might be willing to do this.

Date of next Board meeting: It was decided to hold all future December Board meetings on the first Wednesday of the month.

Officer nominations for 2022: The nominating committee decided to ask all current officers to keep their office for 2022 due to the major project underway. All existing officers agreed, so the slate will be: Pres: Eric C., VP: Carol K., Sec: John W., Treas: Theresa McBride, Director #3: Peggy. The election will be held at the December meeting and all of the above officers will exceed the two term limit, so a vote will also be necessary to suspend that limit for 2022.

Booksale and solar panel ribbon cutting event: It was agreed to proceed with a special book sale and a “ribbon cutting” on Saturday 11/6. The booksale will run from 9AM to 3PM and the “ribbon cutting” will be at 12:30. Completion of the “ribbon cutting” will allow us to complete the PSE final report and seek final 50% payment of the PSE grant for the solar panels. A budget of up to \$75 was approved for refreshments at the event and John will make appropriate arrangements.

Draft Budget for 2022: Theresa presented a complete budget for 2022. After some discussion it was agreed that the budget for utilities will be increased by \$1000 to allow for the switch to a heat pump furnace. With that adjustment, a vote was held to approve the budget and it passed unanimously.

Special Friend of the Library: It was agreed that nominations for our next “Special Friend” would be accepted by Eric up to November 15. John will send out a reminder for the nominations.

Adjournment of official business: The meeting was adjourned at 8:54PM.

Respectfully submitted by John Winslow, Secretary

Next Meeting: Wednesday December 1st

Proposed schedule of future events:

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

Special Book Sales: 6/20, 11/6???

Plant Sale: 4/24?

Salmon Bake: 6/20?

Garden weeding: 5/6, 6/10, 7/8, 8/12, 9/9, 10/7???