FRIENDS OF THE MANCHESTER LIBRARY (FOML)

Regular Board Meeting Minutes for September 24, 2025

Call to Order: President Dave Denniston called the meeting to order at 7:00 p.m. Prior to proceeding further, Dave notified the group of the passing of Ray Pardo, beloved member of FOML and community leader.

Attending: D. Denniston, P. Johnson, T. McBride, D. O'Connell, B. Peterson, E. Cisney, K. Wilson, C. William, P. Rees, MaryMargaret Cromarty. John and Joan Winslow were excused.

Dennis O'Connell agreed to take the minutes for this meeting.

Minutes of the previous meeting: The minutes of August 27, 2025, were approved as written.

Correspondence: No correspondence report was presented.

Two-minute reports:

Treasurer: Theresa presented the Income/Expense Report for the period ending September 24, 2025, showing year-to-date TOTAL INCOME of $75,934.53, and TOTAL EXPENSE of $47,204.98, leaving an OVERALL TOTAL in the amount of **$28,729.55**. She then asked whether there were any questions regarding her reports, and there were none. Theresa noted that the replacement cost for the air quality monitor discussed in previous meetings is $400.00. Authorization for $350.00 was passed during the August meeting of the FOML Board. Barb moved to authorize Theresa to pay the revised amount of $400.00 for the Purple Air monitor. Dave seconded and ***the motion carried unanimously***.

Secretary: John Winslow was not present and no report was presented.

Branch Manager: In addition to her written report, Kathleen noted that Kitsap Regional Library (KRL) is planning an Oktoberfest celebration on October 4th from 11:00 a.m. to 3:00 p.m. The Oktoberfest celebration will coincide with our FOML book sale scheduled for the same day. She also noted that this year marks the 80th Anniversary of KRL with numerous events scheduled in the coming weeks.

Kitsap Regional Library (KRL) Board: Eric Cisney reported that KRL is planning to install remote book lockers at other branches within the system. A book locker allows patrons to request a "hold" on selected books and locker locations. The patron can then scan their library card and retrieve the item from the locker 24 hours a day, seven days a week. A pilot program is currently in use at the Poulsbo Library branch. Eric also noted that KRL Director Jason Driver is featured in the September 1, 2025 edition of Kitsap Business magazine.

Bookstore: Peggy stated that sales are ongoing and volunteers are needed to help set up for the sale scheduled for October 4th. Volunteers are asked to assist with set up on Friday, October 3rd at 3:00 p.m.

Gardens: Although Carol was not present at the meeting, Dave read from her written report thanking Margaret Guariz and Kathy Lundberg for their assistance in September.

Newsletter: MaryMargaret Cromarty reported that she will be updating the newsletter soon and solicited input from the Board regarding specific content or updates.

Facilities: Eric reported that the water pressure to the building has decreased significantly. After discussing the issue with Dennis, Eric will be contacting Manchester Water District to request a pressure test. Based on preliminary information, there may be an issue with a pressure reducing valve on the supply line to the property.

Salmon Bake: Kathleen noted that additional folding tables have not been ordered yet. Following brief discussion, Dennis moved to authorize Kathleen to order one table from Uline.com as an example before committing to multiple table orders. Peggy seconded and ***the motion carried unanimously***.

Port Meeting: Eric and Dae reported that an extended land lease agreement for the Library from the Port of Manchester through the year 2079 has been agreed to but not yet executed. Under terms of the agreement, Dave moved to authorize Theresa to pay $50.00 ($1.00 per year) to the Port of Manchester for the property lease. Chuck seconded and ***the motion carried unanimously***.

MCAC/MCA: No report was presented.

Social Media: No report was presented.

Website: It was reported that although Ray Pardo was not present at the meeting, he has continued to update the website as needed.

Old Business:

Ground Lease: Eric reported that the terms of the ground lease have been reviewed and approved by attorney Matt Macklin. Eric also reported that he had contacted his own attorney to review the document and they also approved of the terms as presented. This review came at personal expense to Eric and Barb moved to authorize a $535.00 reimbursement to Eric for legal services rendered. Penny seconded and ***the motion carried unanimously***.

Insurance: Topic was tabled until further notice.

New Business:

Ray Pardo: Dave asked that everyone present please submit ideas to honor Ray in the coming weeks, or at the next FOML Board meeting. He reiterated the sadness of the day and thanked everyone for their consideration.

Adjournment of official business: The meeting adjourned at 7:50 p.m.

Approved motions:

1) Motion to increase budgeted amount for air monitor expense to $400.00 reflective of cost increase.
2) Motion to purchase a folding table from Uline.com.
3) Motion to authorize $50.00 payment to the Port of Manchester for land lease.
4) Motion to reimburse Eric Cisney $535.00 for legal services rendered.

Minutes prepared and respectfully submitted by Dennis O'Connell, Director

Next Meeting: Wednesday, October 22nd at 7:00 p.m.

Action items pending for the next meeting:

A) Ray Pardo tribute ideas

Schedule of future events in 2025: Community Christmas Tree Lighting, December 7, 2025

Board Meetings: (all 7-8:15 p.m.) 10/22, 12/3