

FRIENDS OF THE MANCHESTER LIBRARY

Regular Board Meeting Minutes for October 26, 2022

Attending: E. Cisney, T. McBride, C. Campbell, P. Rees, K. Wilson, J. Winslow, C. Kowalski, R. Pardo, Debra Knodel, James Brewer, Paul Nuchims

Action items pending for next meeting:

- A) Kathleen to report on anticipated expense to enlarge photo of Mt. Rainier for posting.
- B) Kathleen to report on anticipated expense for produce a wall mural behind the boat in Children's area.
- C) Carol Campbell to take a few photos of the existing south slope to assure we don't have noticeable erosion.
- D) Carol C. to provide a plant sale volunteer pizza party in the upcoming weeks funded by FOML.
- E) Chuck to check with the County to see where we stand on Fire Marshall sign-off on solar panels.
- F) Eric to meet with Jason Driver on 10/27.
- G) Kathleen to inquire Dan Bauer for D&O insurance ideas.
- H) Eric to inquire with Jason Driver for contacts with the other KRL Friends groups for ideas on D&O insurance.

President Eric Cisney called the meeting to order at 7:00 PM. A quorum (6/7) was present.

Correspondence: A nice thank you was received from the MCA for use of tables, canopies, etc. at the 10/8 Oktoberfest.

Minutes of the previous meeting: Approval minutes for both August 24 and September 28 meetings.

Two minute reports:

Treasurer: Theresa commented that along with a donation she received a nice note thanking the FOML for all we do for the community.

Secretary: John requested feedback on whether we should continue with the past practice of providing copies of current agenda and meeting materials for those attending. It was concluded that multiple copies of the agenda along with one or two copies of other meeting materials would be handy for all in attendance. Kathleen offered to provide those copies at future meetings.

Branch Manager: Kathleen reviewed the success of the recent Staff Day held in Manchester for the Manchester and Port Orchard staff. In summarizing the content of her written report, Kathleen noted the impending change (on 11/14) to the hours of operation of the Manchester Branch: Monday-Thursday will be 10-6PM (one hour later than currently), Friday is the same at 10-5PM, and Saturday is extended one more hour to 10-2PM. Kathleen also showed us a photo of Mr. Rainier that she would like to blow-up and post in the library with FOML financial help. She is currently exploring the costs to complete this and will report back. Kathleen is also working with the mural artist on a proposal for the walls behind the new "boat".

KRL Board: In Sue Whitford's absence, Kathleen reported that the Board is working on a new KRL Strategic Plan.

Bookstore: Preparations are underway for the 11/5 Special Book Sale. We have enough volunteers, but it was suggested that if we can get any new volunteers we could expose them to what we do and hopefully generate some interest in some new volunteers.

Gardens: Carol Campbell suggested that we postpone re-planting the south slope until after we get the repaired library signage in place, we hold off on new plantings until next spring. It was also decided that we really don't need to bark over the area until it is replanted. One of the condo owners expressed concern about potential erosion of the surface, but we don't anticipate any problem and Carol Campbell will document the state of the current south slope to provide proof of no erosion for the future.

Newsletter: Ray reports the next edition will be distributed before Halloween. He has sufficient copy, but will squeeze in the upcoming 11/14 new hours and a nice quote from the note from a recent donor mentioned above.

Facilities: Detailed report received from Steve Fuller. Steve will acquire the light fixture covers from Home Depot and modify if necessary.

Plant Sale: See Carol C. reported that she and some other volunteers will clean out the Bay St. planters to scavenge whatever perennial plants may have survived for us to sell next spring. The plant yard is now full of plantings for next year's sale. Carol requested up to \$250 to provide a pizza party at her house for all the Plant Sale volunteers; this was heartily approved by all.

Salmon Bake: We noted that the flooring has been added to the sheds that are used for the Salmon Bake. Fine-tuning of the storage is underway as well.

Port Meeting: No report.

MCAC: Ray said that this month's meeting will be held on 11/1 and the topic will be transportation improvements.

Social Media/Website: Ray has been keeping the website updated regularly.

Old Business:

Donor recognition glass art: Kathleen has arranged a 10/27 meeting at Lisa Stirrett's studio to review concepts and details. Eric also mentioned that he has been asked to meet with KRL Director Jason Driver on 10/27, but the objectives of the meeting are unclear.

Mural for the "boat" wall: Kathleen is working with the artist on a quote.

Re-stripping of the parking lot: This project got started, but is now on hold for appropriate weather.

Building construction: Remaining tasks include exterior painting (estimated \$6000), and Carol C. expressed an interest in updating the meeting room cabinets need a partial makeover to improve the look of the area.

Development of donor recognition and database/software selection: Work will continue on this project (Carol C, Carol K, Theresa).

Standardization of donor recognition in the library: work will continue (Carol C and anyone else interested in helping).

Final solar panel permit signoff by Fire Marshall: Chuck will check to see if this is settled. Still pending.

Flag lighting: Eric believes this issue is concluded and no further action will be taken for now.

Close Meridian Fund account and transfer to Vanguard: John is still wrestling with a Medallion Signature issue.

KRL main signage on street side: The Manchester Sign is being repaired with a new carved salmon donated by a patron and further refreshing by KRL (Jeanie Allen).

Potential move of Yackman fund assets to Vanguard: We discussed this and decided to defer until we get the Meridian Fund transfer completed.

2023 Budget: We included \$6,000 for exterior repaint, John asked for \$10,000 for replacement of some exterior windows (some have lost their seal). Theresa was going to round up the utilities budget by about \$1,000 to allow for slightly higher cost of electricity due to heat pump heating.

New Business:

Officer nominations for 2023: Eric is willing to be President again, VP position is open, John is willing to be Secretary again, Theresa is willing to be Treasurer again, Ray's term as Director runs to December 2023, Chuck's Director position is completed on 12/22, and Peggy asked to be relieved of her Director position which runs until 12/24.

Activity dates for 2023: See below for generally agreed dates.

Special Book Sale 11/5 9AM-3PM: All volunteer positions filled. Set-up on 11/4 begins at 4:30 due to a scheduling conflict.

Nominations for next Special Friend: It was agreed to postpone this until December.

Director's and Officer's insurance: We had to take whatever was available at the last minute last year after KRL's insurance underwriter concluded that the D&O insurance could not be grouped under the KRL policy. We agreed that the \$1221 premium of our current policy seemed high and we need to investigate alternatives. Kathleen will ask KRL's Dan Bauer for ideas. Kuresman Insurance Agency was suggested as one optional source. It was also suggested that we contact other Friends groups to learn what they are doing; Eric will ask Jason Driver for contacts with the other KRL Friends groups.

Staff annual Holiday party: Kathleen asked for the FOML to donate \$250 toward the staff Holiday party which will be held at the Yoked Farmhouse and Brewery. We agreed to sponsor the event for the Manchester Staff up to \$250.

Adjournment of official business: The meeting was adjourned at 8:24 PM.

Respectfully submitted by John Winslow, Secretary

Next Meeting: Wednesday December 7, 2022

Schedule of future events:

Board Meetings: (all 7 pm) 12/7/22, 1/25/23, 2/22, 3/22, 4/26, 5/24, 6/28, 7/26, 8/32, 9/27, 10/25, 12/6

Special Book Sales: 11/5/22, 2/4/23, 6/18, 11/4

Plant Sale: Ongoing sidewalk sales in 2023

Salmon Bake: 6/18/2023

Garden weeding at 9:30AM on: 4/14, 5/12, 6/9, 7/14, 8/11, 9/8, 10/13