

FRIENDS OF THE MANCHESTER LIBRARY

Regular Board Meeting Minutes for March 23, 2022

Attending: E. Cisney, C. Kowalski*, J. Winslow*, T. McBride*, R. Pardo*, P. Rees, C. Campbell, K. Wilson, S. Whitford*, J. Driver*, S. Ellington* (*=attend via Zoom) Chuck Williams had an excused absence

Action items pending for next meeting:

- A) Carol C. to send condolence card on behalf of FOML to Ron Rada
- B) Kathleen to arrange for donor poster to be installed
- C) Carol C. will arrange to have the safe with all keys inside temporarily relocated to her home
- D) Theresa to arrange for \$4000 payment to KRL Foundation for Summer Learning
- E) Boxes are needed to help store our books during the refresh-PLEASE BRING ANY YOU HAVE!
- F) John to review building preventative maintenance for March and April.
- G) Eric to ask Tina of KRL to verify that our smoke alarms are per code.
- H) Theresa to check if it makes sense to open a new bank account solely for Crypto donations.

President, Eric Cisney called the meeting to order at 7:03PM and determined there was a quorum (6/7) present. With our new KRL Director, Jason Driver as a special guest, we all introduced ourselves. Jason expressed his gratitude at being invited to this meeting and his willingness to be available to all of us via whatever format we choose. Jason also commented that he is looking forward to participating in the Salmon Bake and looks forward to meeting all of us in person.

Correspondence: None received. Carol K. mentioned that she has sent a thank you to Lisa Stirrett (House of Glass Art) for her willingness to bid on a piece of glass art to recognize our donors to the building expansion. Also, we noted the passing of our long-term volunteer, Joyce Rada. Carol C. will send a condolence card to Ron Rada on our behalf.

Minutes of the previous meeting: Approved as written.

Two minute reports:

Treasurer: Theresa reported that the Audit of the operating funds and Endowment/Building funds was completed on March 20th. It was noted that a \$0.80 discrepancy was found in the recording of dividends from one of the mutual funds which was subsequently corrected. Also, the audit reviewed each individual invoice paid for the recent construction to insure proper payment. Carol C. mentioned that she has updated the Audit review form that was used so it will be ready for the 2022 Audit. A written report on the Audit will be issued shortly.

Secretary: No report.

Branch Manager: Kathleen has submitted her normal written report and adds that the banner to recognize our building project donors has arrived and is ready for posting. She will arrange for KRL facilities staff to mount the sign on the east side of the library for viewing by the community. Kathleen also reminded us that the Silverdale branch will have its Grand Opening on April 2. Kathleen also said

that KRL has recently hired a new H.R. director, Kraig Michels. Kathleen inquired what we planned to do with the safe during the refresh. It was agreed to store all of the keys in the safe and then move it along with the FOML file cabinet to Carol Campbell's home for safe-keeping. Subsequent to the meeting, it was decided to leave the key locker at the Library. Carol may access the necessary keys during construction as needed. Finally, Kathleen asked about our plans for a donation to the KRL Foundation to support Summer Learning. It was agreed unanimously to donate \$4000 again this year.

Bookstore: Carol C. is arranging a Special Book Sale on Saturday 4/2 from 9:00-3:00. She still needs a few volunteers for set-up on 4/1 at 3PM and teardown on 4/2 at 3PM. Carol noted that they will cull books on Sunday 4/4; if you have any spare boxes, they would be appreciated for the culled books. The KRL staff will clear the bookshelves on Monday 4/5 in preparation for storage in the new addition during construction.

Gardens: The first weeding of the year is scheduled for Friday 4/8 at 9:30AM, volunteers are encouraged to participate.

Newsletter: Ray is planning to produce two newsletters during the library shutdown; these will likely go out on about April 15 and May 1.

Facilities: John reported that Steve Fuller from Southworth has expressed an interest in volunteering on building maintenance and John will "show him the ropes" in the next week. John has also agreed to perform the building maintenance review for March and April.

Plant Sale: The sidewalk sale of plants has now generated nearly \$1000 in donations!

Salmon Bake: Ray reported on his preliminary review of the critical components to a successful Salmon Bake and says that things seem to be in order for our success. A vote was taken on our willingness to proceed with a Salmon Bake this year, and all agreed. Ray will begin to pull the committee together on 3/24. Ray commented that the manager of Gold Mountain golf course restaurant has agreed to help us with planning. Due to significant inflation in the cost of our supplies, Ray suggests that we increase our price to \$20 per adult.

Port Meeting: Jim Strode is insisting that the Port be allowed to meet in the Library meeting room during construction, so KRL is trying to make allowances in their schedule.

MCAC: Ray said the MCAC was holding an "Open House" tonight at the fire station and that they had sent out a mailer to familiarize the community with their purpose.

Social Media/Website: No report.

Old Business:

Impact stories: Kathleen said the staff had taken "Library Love stories" during February and included those in her written report. We hope to use these in the future when demonstrating the importance of the Library.

Building Expansion project: Eric said a meeting was held with KRL staff this morning to review planning for the interior refresh and the schedule has been updated. The HVAC work will be completed April 13-

17. KRL now is planning to make sure the project is completed prior to the Salmon Bake on June 19. John asked Eric to check with Tina at KRL to make sure that our smoke alarms are in compliance with current code. Eric also discussed potential window replacement with Bob Cooper (our general contractor) and Bob suggested that our old windows would be best replaced by a window glass company and they would replace the glass in the existing frames; this may be deferred until sometime in the future. Bob Cooper is estimating the cost to construct the six new sheds. Ray commented that rolling doors would cost on the order of \$3000 and that amount was approved by the Board. Subsequent to the meeting, Eric got a quote that included shipping on the doors and learned they would cost \$3863.70 including the shipping. The Board was alerted to the new cost via email and agreed to proceed with the purchase for the new total.

Fund raising/Great Give: John noted that the Kitsap Great Give is scheduled on April 19 and this will likely allow us to meet our fundraising target of \$300,000 (including the matching gifts). Carol K. presented a two minute video she has created with Nell Ramsay's help. This will be posted on the FOML page of the Great Give website. We still need to raise an additional \$7500 to hit our goal.

Summer Learning grants: Carol K. has been pursuing potential grants to offset all or part of our donation to the Summer Learning program. Carol is working on several potential sources including "Schools Out Washington".

Building Fund Policy: John has made revisions to the policy and he and Carol C. have collaborated on a strategy for determining an appropriate amount to hold in the building fund to cover future major maintenance needs. The addition of a sentence to cover moving any excess funds in the building fund over to the Endowment fund was suggested and with that change, the Policy was approved and John will be seeking signatures to the Policy next week.

NFT/Crypto donations: Kathleen said that KRL Foundation has not decided how they would handle such donations. Carol K. said that Crypto donations are considered a non-cash donation by the IRS, so that necessitates special handling. Using a 3rd party Crypto donation handling service turns such donations into a cash donation, and simplifies handling by charities. To possibly avoid complications by using a Crypto handling service, Theresa will investigate whether it makes sense to create a new FOML bank account to solely handle Crypto donations. Further discussion deferred to next month.

New Business:

Special recognition event for donors: John said he had discussed holding a special reception for our recent donors at the Library prior to the grand re-opening with his wife Joan. Joan is willing to be part of a committee to plan such an event. Carol K. is willing to help plan the event and a motion was approved to provide up to \$750 for the event. It was suggested that perhaps we should have a special memento for all donors at the event, but there is also concern that we don't go overboard on such a memento. We could possibly take photos of each attendee and give them a print as a thank you. More discussion next month. KRL will also be planning a grand opening activity, so the FOML may want to help facilitate that as well.

Handling of mail during the shutdown: Theresa will be handling all the mail at the Post Office and giving Library mail to Kathleen. All mail issues to be handled through Theresa.

Reports on KRL Board meetings: Kathleen suggested that we have Sue Whitford report on pertinent KRL Board activities at our monthly meetings and it was agreed that would be wise. That will be added to future FOML agendas.

Donor displays at Kingston Library: Ray commented that he had recently seen the beautiful glass and wooden donor recognition displays at the Kingston Library/Community Center and said he will forward photos of those for our consideration.

Adjournment of official business: The meeting was adjourned at 8:48PM.

Respectfully submitted by John Winslow, Secretary

Next Meeting: Wednesday April 27

Schedule of future events:

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

Library Shutdown for "Refresh": April 3- June???

Special reception for donors prior to re-opening: Late-May??

Grand Reopening reception: Mid-June??

Special Book Sales: 4/2(pre-closure), 6/19?, 11/5??

Plant Sale: 4/1-17???

Salmon Bake: 6/19

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