

## FRIENDS OF THE MANCHESTER LIBRARY

### Regular Board Meeting Minutes for May 25, 2022

**Attending:** E. Cisney, C. Kowalski, J. Winslow, T. McBride, R. Pardo, C. Campbell, K. Wilson

**Action items pending for next meeting:**

- A) Locate the missing key for the FOML safe.
- B) Kathleen to arrange meeting with Lisa Stirett and the Board when possible.
- C) Kathleen to proceed with the wall mural and make \$500 down payment to Danielle Rimbert.
- D) Carol Kowalski to gather and assemble the scavenger hunt baskets by 6/24.
- E) Kathleen to alert Carol C. when bookstore shelves can be re-stocked.
- F) Carol C. to coordinate rework of the south retaining wall rockery.
- G) Eric should check with the condo neighbors on the suitability of our final outdoor lighting.
- H) Carol K. to contact Jeff Swan of Evergreen Lumber for help with storage shed materials.
- I) Carol C. to continue with development of past donors list and pursue appropriate software.
- J) Theresa will need all account signers to sign new documents for a "Crypto Account".
- K) Ray and Eric will facilitate the Special Friend recognition for the Laha girls.

President, Eric Cisney called the meeting to order at 7:08PM and there was a quorum (5/7) present.

**Correspondence:** None

**Minutes of the previous meeting:** Approved as written.

**Two minute reports:**

**Treasurer:** John asked whether we have enough funds readily available to cover the remainder of the building expenses. Theresa determined that she has a little over \$74,000 available in checking as of 5/25 which should be pretty close to anticipated expenses.

**Secretary:** John asked whether the missing key for the FOML safe has been found. The key continues to be missing from where it was stored in the library and the hope is that it will turn-up as the offices are reassembled.

**Branch Manager:** Kathleen took this opportunity to review the two artworks in progress. The donor recognition glass art by Lisa Stirett is still in the planning stages. Two samples of potential glass were shown along with a rendering of how the glass might look in the new addition. It was a close call, but the glass sample #1 was favored. The rendering showed the glass fish to be rather large and it was suggested that perhaps the largest fish should only be about 12" in length. It was also noted that the donor categories included in Kathleen's email are not complete and need to be updated. Otherwise, we all seemed to be pretty excited about the plans. John said he hoped that we will be able to show whatever plans we have for the donors at the 6/26 recognition event. Kathleen will schedule a meeting for the Board with Lisa whenever she is prepared for more detailed feedback.

Next Kathleen discussed the proposed wall mural for the retaining wall by Danielle Rimbert. We all agreed that the art should be extended close to the ground. A natural scene with trees, books, and a novelty chicken reading a book were what we wanted. A potential “book spine” could say “Manchester Memories Volume I”. A down payment of \$500 was authorized with the hope that the mural might be completed by the Grand Reopening on June 25<sup>th</sup>.

Kathleen also requested up to \$125 for prizes for the planned scavenger hunt during the Grand Reopening; two children’s prize baskets and one adult prize basket. Carol Kowalski will assemble the baskets and provide to Kathleen by June 24<sup>th</sup>. It was noted that the LLGC donated several children’s gardening books for the baskets.

**KRL Board:** No report.

**Bookstore:** Carol C. noted that the shelving is being moved into position for the bookstore, but still needs to be bolted to the floor. Kathleen is to let Carol C. know when they can re-stock the shelves of the bookstore. Kathleen said that would likely be next week (about 5/31).

**Gardens:** Carol C. also noted that some shrubs have been removed from the gardens for easier maintenance. The south slope has been weeded and the sidewalks will be power washed to improve their appearance. Eric said he is planning to seal the sidewalks in front of the library so the concrete will not easily form mildew. Carol also noted that the rock wall which extends from the south retaining wall needs some rework, which she will coordinate.

**Newsletter:** Ray released the latest newsletter today and plans to have another ready for Independence Day, 7/4.

**Facilities:** John reported that he has completed the May maintenance tasks. Next month, Steve Fuller will be trained to assume this responsibility.

**Plant Sale:** Carol C. noted that sales this year are at \$10,300 but this is behind last year’s total at this time (\$17,000) and will not likely come anywhere near last year’s final total. The sales will be suspended on June 5 and re-open in Mid-July as plants reach their peak.

**Salmon Bake:** Ray said that he has received \$1000 in donations toward the Salmon Bake already. All other planning is proceeding on schedule. A student group from SKHS is being pursued for Set-up and take-down. The committee has agreed that volunteers who are involved with food handling and serving should be wearing face masks to assure our patrons, some of whom may have compromised immune systems. T-shirts and hats will be available for sale. Ray also said that KRL Director, Jason Driver wants to say a few words to the crowd at the Salmon Bake and will also be asked to speak to the subject of Juneteenth. We may also ask a Native American to comment on the special day as well.

**Port Meeting:** No report.

**MCAC:** Ray said the group is seeking comments on the latest revisions to the Manchester Plan that address building code issues. The new plan is allowing more housing density to accommodate the need for added lower income housing in Kitsap. For further information Carole Malmquist or Carrilu Thompson may be contacted.

**Social Media/Website:** Ray continues to update the web-site and wants whatever new content that we can suggest.

**Old Business:** John updated the Board on plans for the invitation only Donor Recognition event on Sunday June 26<sup>th</sup> from 1:00-2:30PM. Invitees were discussed and some individual will be added. It was agreed that we will use the KRL microphone system at the event. All Board members are encouraged to participate as hosts for our donors.

Eric discussed the progress on the building construction. All the flooring is installed and shelving is nearly complete, but still needs to be secured to the floor. He has personally installed a filter on the cold water at the sink in the meeting room. Filter replacement will depend on usage, but could need service anywhere from every four months to two years. Replacement filters are \$18 each. The final installation of the heat pump is anticipated to begin in early June. Eric said the electrician asked him to select appropriate lighting for above the outside doors and he showed us a sample that he had chosen which we all were happy with. Eric said he had some feedback of concern from neighbors in the condos about our outside lighting, and Eric felt it was most likely the flag illumination light. We will need to check with the condo neighbors once the lighting is corrected to insure that we are good neighbors. Subsequent to the meeting, Chuck reported that in his discussion with the Fire Marshall that “there is no requirement for smoke detectors in a building of this size and occupant load. CO detectors are not required for this use (only required for schools and sleeping areas). Therefore, if we want to install these, they may be battery powered.”

Bob Cooper has submitted an estimate of \$42,000 for completion of our outdoor storage arrangement. We all agreed that it seemed high, but Eric noted that Bob reported that 2/3 of the cost was in materials (not including the doors). Carol K. agreed to contact Jeff Swan of Evergreen Lumber to see if he can help us with the material cost, but otherwise, Eric was authorized to proceed with Bob Cooper.

The capital campaign has just passed our \$300,000 goal but fundraising will continue until July 15<sup>th</sup>. John noted he had just received another generous donation from a friend (the VanEss') and he will forward that to Theresa for deposit. Ray mentioned a concern that we have not properly recognized those who have provided services in-kind such as Chuck Williams, Eric Cisney, Hanley Roofing, and Herstad Design. Theresa cautioned us against trying to monetize in-kind donations.

There was no report on grant support for our Summer Learning donation. Likewise, there was no report on Crypto currency donations either.

Carol C is attempting to collect information on past donors into a database that might be used in the future. She suggests that we might consider investing in some appropriate software to manage this database. A committee working with Carol may be needed in the future.

Theresa reported that she has investigated creation of a second account at Kitsap Bank to handle any Crypto currency donations but needs all account signers to re-sign new documents.

Finally, Kathleen noted that the official KRL Grand Reopening is scheduled for Saturday June 25<sup>th</sup> from 10:00AM-2:00PM. All Board members are encouraged to attend.

**New Business:** Eric announced that our newest Special Friend of the Manchester Library will be Riley, Amelia, and Samantha Laha. The Laha girls have volunteered along with their grandpa, Chuck Williams to maintain the Vet's garden and also to assist Nell in preparing StoryWalks in the QaQad Park. Ray will provide photos and a story to Carol C. for posting in the library. Eric will determine an appropriate gift card for the Laha girls.

**Adjournment of official business:** The meeting was adjourned at 9!!PM.

Respectfully submitted by John Winslow, Secretary

Next Meeting: Wednesday June 22

Schedule of future events:

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

KRL Grand Reopening: Saturday June 25<sup>th</sup> 10AM-2PM

Reopening special invitation only donor reception: June 26<sup>th</sup> 1:00-2:30PM

Special Book Sales: 11/5??

Plant Sale: To be suspended on June 5 and restarted on July 15.

Salmon Bake: 6/19

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