

## FRIENDS OF THE MANCHESTER LIBRARY

### Regular Board Meeting Minutes for June 22, 2022

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

**Action items pending for next meeting:**

- A) Kathleen to verify who is responsible for Herstad invoice on interior design.
- B) Ray will create job descriptions for several of the Salmon Bake leadership roles.
- C) Ray to purchase a thank you ad in the Independent and investigate thank you rewards for leads.
- D) John to follow-up with Powertrip Energy on completion of solar panel permit.
- E) Eric will arrange to seal the OSB floor in the storage sheds. John will investigate a vinyl cover.
- F) Eric to work with AirMasters on final operation of the HVAC and coordinate with Bob Cooper on reinstallation of the ceiling outlets in the main section of the library.
- G) Kathleen to discuss completion of carpeting in closets with Tina & Theresa to verify prior carpet installer.
- H) Carol K. and Theresa will take actions necessary for FOML to accept Crypto currency donations
- I) John to investigate flag lighting alternatives.
- J) John to engage with potential new volunteers signed up at the Salmon Bake.

President Eric Cisney called the meeting to order at 7:05PM and determined there was a quorum present (6/7).

**Correspondence:** None

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

**Two minute reports:**

**Treasurer:** Theresa said she received an invoice from Tom Herstad for interior design work in the amount of \$1350. Kathleen will check with Tina to determine if this is work that KRL initiated. Theresa also noted that she is on her third try to get the paperwork filed for the Washington Non-Profit license. Finally, Theresa also said that the financial reports for the month are not finalized due to late delivery of the statement from Kitsap Bank which is dealing with a systems issue.

**Secretary:** No report.

**Branch Manager:** Kathleen distributed "Summer Learning" tee shirts to all of the Board. Carol K. has assembled several baskets for prizes for the grand opening which will be awarded on Saturday.

**KRL Board:** No report.

**Bookstore:** Peggy Rees has taken over responsibility for the Bookstore and will be accepting new donations on June 27<sup>th</sup>.

**Gardens:** Carol submitted a written report. The next weeding effort will be on July 8<sup>th</sup> at 9:30 AM.

**Newsletter:** Ray will publish the next newsletter on July 4.

**Facilities:** Eric, John, and Steve Fuller will perform the monthly maintenance on 6/24 and Steve will take over that responsibility.

**Plant Sale:** See Carol C.'s written report.

**Salmon Bake:** The Salmon Bake sold over 800 meals and was judged to be a great success. Send any feedback on how we might improve to Ray by 7/4. Anne Cisney has volunteered to better mark the canopies with size information. Joan Winslow has offered to organize the new Salmon Bake shed. Ray suggested that next year he would like to find individuals to manage the following details: Publicity, week of event "straw-boss", Quartermaster, and merchandising director. Ray will assemble job descriptions for each role to aid in recruiting volunteers. If we are able to find individuals to place in these roles, Ray expressed his willingness to continue as Salmon Bake chair.

In order to properly thank all those businesses who contributed to the Salmon Bake, Ray requested that we approve funding for a ¼ page add in the Independent to thank those "honor roll" businesses; the motion for up to \$350 was approved. Also Ray will investigate the cost of some kind of reward for the leads on the Salmon Bake to thank them for their tireless work on the event.

**Port Meeting:** No report.

**MCAC:** No report.

**Social Media/Website:** Ray said he had updated the Web Page to include the Salmon Bake results and also offered to Carol Kowalski to include her 4th of July advertisement.

**Old Business:** Reporting on the building construction, Eric said the storage sheds are nearly complete. There was some concern about the durability of the bare OSB floor, and Eric said he would look into a paint to seal the OSB. John will also investigate a potential floor covering. Ray proposed that we get everyone's input on the organization of the 6 sheds and then have a work party to add shelves, hangers, etc. for the various items and then reload them properly. Joan's offered to specifically do the Salmon Bake shed. Finally, Ray mentioned that I had a set of keys to the odd set of locks being used to lock the sheds currently, and that we would need to get a consistent set of shed locks by the end of the summer. Chuck mentioned that the building cannot be certified for occupancy until the solar panel permit is completed with a Fire Dept inspection and approval; John to follow-up with Powertrip Energy. The HVAC is not presently working and we need further guidance from AirMasters on programming the thermostat. Also, the HVAC outlets in the ceiling of the main section of the library need to be reinstalled for proper HVAC balance. It was noticed that the carpeting in the closets along the west walls of both the meeting room and hallway have not been completed. Eric said the installer had trouble removing the adhesive from the last installation; Kathleen will pursue this with Tina at KRL. Theresa will also investigate which vendor installed the last carpeting.

Kathleen has continued to work with the glass artist on our donor recognition display for the childrens' area; an illustration will be available for viewing on 6/26. The mural on the hillside retaining blocks behind the library will be painted in the next few weeks.

Our capital campaign for the remodel will officially end on July 15 and after that date, all new donations will go to our general treasury.

Carol K. reported that she is working with an individual who may share the funding with the FOML for the Summer Learning program. There may also be a Boeing donation match involved!

Once again, we discussed the potential of FOML accepting Crypto currency donations. It was agreed by vote, that we will take a passive approach and accept such donations, create a separate bank account to receive such donations, and will engage "Crypto for Charity" to process any such donations and turn them into cash for us. Carol K. and Theresa will take appropriate actions.

Carol C. was not available to further discuss further development of the donor database, so this will be on the July agenda.

The Grand Reopening of the Manchester Branch is scheduled for 10-2PM on Saturday 6/25.

Kathleen reported that the alleged missing safe key was found safe and sound!

We have had some concern from the condo neighbors about our flag light being annoying; John will investigate alternatives.

**New Business:** Carol K. distributed information about the planned children's parade on Independence Day. The FOML has agreed to sponsor this event up to \$100 and allow for coupons allowing the bearers to one free children's book from our used bookstore (Theresa will discuss this with Peggy to make sure she is aware of our plans).

We briefly discussed how we might attract new members. Ray presented the list of potential volunteers collected at the Salmon Bake and John agreed to engage these folks.

There was no discussion of how we might further recognize past and future donors, so this will be on the agenda for July as well.

John mentioned that we had agreed to discuss the Endowment fund allocations in July, and that will be added to our normal agenda for discussion.

**Adjournment of official business:** The meeting was adjourned at 8:45PM

Respectfully submitted by John Winslow, Secretary

Next Meeting: Wednesday July 27

Schedule of future events:

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

Library Grand reopening for the public: Saturday June 25 10-2

Grand Reopening Donor reception: June 26

Special Book Sales: 11/5??

Plant Sale: On-going sidewalk sale

Salmon Bake: 2023

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