

FRIENDS OF THE MANCHESTER LIBRARY

Regular Board Meeting Minutes for September 28, 2022

Attending: E. Cisney, T. McBride, C. Campbell, P. Rees, K. Wilson Branch Manager, J. Vaughn, Public Services Supervisor

Action items pending for next meeting:

- A) John and Theresa to continue effort to close the Meridian fund in the Endowment, and replace it with Vanguard Small Cap Index Adm (VSMAX).
- B) John to add discussion of change to Yacktman fund at our October meeting.
- C) John to add approval of August minutes to October agenda, along with discussion of a mural around the boat.
- D) Theresa and Carol C. to ensure that letters are sent to families where memorial donations have been received.
- E) Carol C, Carol K and Theresa to collaborate on defining our requirements for donor tracking software; what functionality is needed, which software packages would work best.
- F) Chuck to see whether the solar panel permitting issue has been resolved.
- G) K. Wilson to help schedule October meeting with Lisa Stirrett about glass fish installation.
- H) K. Wilson to see if KRL can re-stripe the parking lot where construction has worn it away.
- I) Chuck Williams, Peggy Rees, Ray Pardo: FOML directors to nominate officers for 2023.
- J) All: begin planning for 2023 budget discussion at October meeting.

President Eric Cisney called the meeting to order at 7:02 PM. A quorum was NOT present; the meeting continued as information gathering, with no formal decisions made.

Correspondence: None noted

Minutes of the previous meeting: Approval pending board vote in October.

Two minute reports:

Treasurer: Theresa reported that Meridian Funds responded to her letter with notice that the account cannot be closed unless we provide a specific letter from FOML from someone authorized per their records, and a Medallion Signature Guarantee from the bank. Theresa will request that John Winslow take this for action.

Secretary: No report.

Branch Manager: Kathleen discussed the need for programming funds; it was determined that sufficient budget remains to accomplish current needs, and if a budget increase is needed to finish out the year, it can be presented at the next meeting. Kathleen asked for approval to speak to the mural artist about another one to surround the now-finished boat in the children's area, keeping to the theme of the outdoor mural. No vote was taken, but it was agreed on as a very good idea. MCA is organizing the Oktoberfest on October 8 from noon to 3:00; they have turned in the form requesting use of tents, tables, chairs, and coolers, and as we have always supported them before it was agreed to do that again; Kathleen will be present to make sure everything's returned. Sarah Cook contacted the library about volunteering to wash the solar panels, using the recommended methods. They have offered to come wash the library's panels whenever they do their own (about 3 times a year), and this offer was enthusiastically welcomed. Kathleen will provide contact info for the Cooks, so we can thank them! It was confirmed that the camera installed near the meeting room door is, in fact, not functional, so there are no privacy concerns to be concerned about. It is on the maintenance schedule to make sure the battery is ok. Jen Vaughn spoke about her new position as customer service supervisor, and is warmly welcomed to the Manchester Branch.

KRL Board: Sue Whitford provided a report via email.

Bookstore: The book sorters are keeping up with significant donations. The quarterly cull will take place this weekend.

Gardens: The final weeding for 2022 will be on October 14 at 9:30. The planting of the south slope will not happen until after the rains have started; plants will be low-maintenance, generally evergreen (heathers, perhaps a hebe or dwarf ornamental blue cedar). It might be preferable to have the sign back in place prior to planting anything close to it.

Newsletter: Ray provided a report via email [Next Newsletter will be the Fall Issue, to be issued on Halloween].

Facilities: Detailed report received from Steve Fuller. The light fixture covers still need to be obtained.

Plant Sale: Carol C. reported the sale will be closed as of October 2.

Salmon Bake: No report.

Port Meeting: No report.

MCAC: No report.

Social Media/Website: No report.

Old Business: Donor recognition glass art: Kathleen discussed setting up a time in October to meet with Lisa Stirrett at her studio, to move forward with this project.

Building construction: Remaining tasks include exterior painting, putting some curbing in front of the addition, re-striping the spaces in front of the addition since the construction wore all the paint off (leaving room at the south end for a pedestrian walkway). The flooring has been installed in half of the new sheds; it will take a lot of help to empty the remainder of the new sheds to get the flooring installed. Decisions are needed about moving the brackets some of the chairs hang on, and placement of things into the sheds needs to be very carefully managed. There are some items above the meeting room cupboards and on the refrigerator that could be stored somewhere else or discarded, to improve the appearance of the room. It might be feasible to install some cabinets above the current ones or over the refrigerator for those items that are not used often. The existing cabinets need a partial makeover to improve the look of the area.

Development of donor database and 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.

FOML safe: Currently on the counter in the office, with the KRL safe sitting on top of it. FOML action completed. KRL's safe cannot be opened at this time; they will resolve this and their safe will be placed in the same vicinity.

Flag lighting: Eric's discussion with Chuck Hower determined it was the lights on the new addition that were of concern; it was agreed that the lighting is needed for public safety purposes. There was some discussion of replacing the flagpole lighting but no action is currently planned.

Completion of carpeting in closets: Only the wall closet carpeting was replaced (with the exception of the space under the server rack). The hall closet proved too challenging to work in, so that will not be replaced. Some extra carpet tiles were left at the branch. Kathleen may wish to have those tiles returned to central storage at KRL.

Key control: Key # 25 to the main library door is missing from the key inventory; it had been in use during the construction project and was returned from that person, but at this time it can't be found. Kathleen will send out a note asking if anyone knows where it might be.

Disposition of Easter bunny suit and pink Dinosaur coin bank: pending with Ray.

New Business:

The FOML directors are requested to provide nominations for 2023 officers.

Adjournment of official business: The meeting was adjourned at 8:16 p.m.

Respectfully submitted by Carol Campbell, Secretary Emeritus

Next Meeting: Wednesday October 26, 2022

Schedule of future events:

Board Meetings: (all 7 pm) 10/26, 12/7

Special Book Sale: 11/5

Plant Sale: Closed October 2 for 2022

Salmon Bake: 2023

Garden weeding at 9:30AM on: 10/14