

FRIENDS OF THE MANCHESTER LIBRARY

Regular Board Meeting Minutes for July 26, 2023

Attending: C. Williams, C. Campbell, J. Winslow, T. McBride, P. Johnson, P. Rees, E. Cisney, K. Wilson

Excused absence: B. Peterson, R. Pardo

Action items pending for next meeting:

- A) Theresa to transfer \$15,000 from checking to the Money Market.
- B) Board to consider eliminating bookshelves on meeting room wall.
- C) Cabinet door/countertop contractor recommendations Eric and Carol C., cabinet door ideas: Carol C. and Peggy.
- D) Along with donor database efforts, Carol will develop ideas for our "Wall of Honor".
- E) John to draft a policy on control of signs placed on library grounds.
- F) We have the opportunity to have a seat on the County Lodging Tax advisory committee.

Approved motions:

- 1) Approval for MCA to use FOML equipment for the Manchester Festival on 8/5.
- 2) Authorized up to \$1500 for replacement of both toilets in the library provided that the new toilets have much improved flushing performance.
- 3) Authorized Edward Jones office to use several six foot tables and 12 chairs for the 8/17 open house in exchange for a normal room rental fee.
- 4) Authorize MCA to borrow FOML equipment for use at Manchester Festival on 8/8.

President Chuck Williams called the meeting to order at 7:02PM and determined there was a quorum (5/7) present.

Correspondence: None.

Minutes of the previous meeting: Approved as written.

Two minute reports:

Treasurer: Theresa provided the usual treasury reports and all we accepted as written. John asked if we are holding appropriate reserves in the checking account (no interest vs 5.08% in our Vanguard Money Market account). After reviewing all the upcoming projects with payment due, we agreed that Theresa could reduce the holdings in the checking account by \$15,000.

Secretary: No report.

Branch Manager: Kathleen submitted her written report prior to the meeting and then added a few comments. She noted that the staff will be involved with the MCA's Manchester Festival on 8/5 from 10AM-3PM. Carrilu Thompson had submitted a request for FOML support by the loan of tables, chairs, canopies, etc. This request was approved unanimously. Kathleen also discussed the recent problems with flushing of both toilets in the library. KRL maintenance is investigating new toilets with more effective flushing design. We made a motion to approve up to \$1500 for reimbursement to KRL for

replacement of the toilets providing that the plumber who installs the toilets selects toilets with highly rated flushing capability. Finally, Kathleen wanted us to consider whether we could remove several sections of used books that line the wall of the meeting room. Kathleen thinks the bookshelves intrude into the meeting space and compromise the appearance of the meeting space. It was agreed that we would take this under consideration

KRL Board: Eric noted that the Library Board has approved the plans for the new Port Orchard library within the planned Port Orchard Community Events Center. Funding of the Center will come from multiple sources including the KRL Foundation and ownership of the library will still be with the City of Port Orchard.

Bookstore: Peggy said that the FOML participation at the Independence Day kids/pets parade was a big success and many of the used book coupons have been redeemed. The bookshelves were “culled” during June and about 1200 used books that had rested on our shelves for too long were disposed to keep our inventory active.

Gardens: Carol reported that the south slope has been cleaned, and the grass on the west slope has been trimmed. The library grounds are now in top order. In the fall a few new plants will be added to the south slope but located so they do not infringe on the uphill view for traffic at our stop sign.

Newsletter: Ray’s next newsletter will be distributed around Labor Day with fall activities noted.

Facilities: Steve Fuller reported that all is well.

Plant Sales: Carol reports since 7/8 the plant sale has taken in about \$1200 for a total this year of \$13,340.

Salmon Bake: Ray reported that a wrap-up meeting was held on 7/16 and a summary was published.

Port Meeting: No report.

MCAC: No meeting held in July.

Social Media/Website: Ray continues to update the website.

Old Business:

Parking lot restriping: With any luck, the project should be completed by KRL maintenance staff in August.

Building projects: Eric needs to do the projects in a sequence. First the windows, then the siding, and finally the new exterior paint by Bob Cooper. Eric has a few projects ahead of these, but hopes to get the work on the library finished so that the exterior paint can be applied before the end of October. The meeting room cabinet doors can be individually replaced and possibly the countertop replaced as well. We need to decide what we want and then find a contractor to make the installation. We agreed to have Eric check with Bob Cooper and Carol Campbell check with Mike Ritzman for recommended cabinet door and countertop work. Also, it would be helpful for Carol and Peggy to look at potential ideas for upgraded cabinet doors.

Heat Pump servicing: Eric had Air Masters service the heat pump on July 6th. The filter kit for servicing costs \$280 for the parts alone. The full service call was about \$530 total. They recommended that we do not use any pre-filtering at the two ceiling mounted air intakes. They also found that the setting for the back-up gas heat “kick-in” was set to 50°F outside air temperature; this explains why our gas bill was so high this past winter. The “kick-in” temperature was re-set to 20°F, so our gas use should be profoundly lower along with our CO₂ emissions, but our electric use will increase. John will delight in analyzing the change!

Donor database creation: Efforts will continue to find an appropriate software for this. Along with this effort, Carol is also working on re-doing our “Wall of honor” to recognize important volunteers and donors. She will present some draft suggestions at future meetings. Keeping with a wood framed theme was supported.

Donor recognition art work: Carol still has authorization to spend up to \$200 to add to the signage to explain the purpose of the donations.

Enlargement of Mt. Rainier photo for entrance: Kathleen and the staff have decided to go with smaller photos with a seasonal theme and they will be rotated every season.

New York Times subscription: Theresa continues to wrestle with this.

Directors’ and Officers’ insurance: Ray was not available to discuss the sensitive issue.

Vandalism avoidance: We await input from KRL’s Mike Rose. KRL is also working on a policy for video surveillance.

2nd Recycling Bin: Theresa has had this delivered and we will monitor how well it is used.

Quilt raffle: Kathleen will investigate whether we can have the staff collect money for the raffle during normal business hours.

New Business:

Special Friends of the Library: Chuck announced that the Bow family and Garry Freeman have been selected at our Special Friends for this cycle. Ray Pardo will help with the photo, write-up, and ideas for an appropriate award.

Consideration of replacing the Yacktman fund with a Vanguard fund for our Building Fund: John took a recent look at the costs, performance figures and other characteristics of the Yacktman Fund and other similar Vanguard funds and suggested that there is no current compelling reason to make a change unless Theresa has an issue with Yacktman. Theresa noted that Yacktman is not quite as easy to deal with as is Vanguard, but this has not been a significant issue. We agreed to not make a change.

Edward Jones request to borrow tables/chairs: The Manchester Edward Jones office is holding an open house on August 17th and asked if they could use several tables and chairs for the event if they paid the

normal room rental fee. We held an on-line vote and agreed to this on about July 20th. This documents our approval.

Status of ground lease with Port of Manchester: John wanted to remind all that our current ground lease with the Port of Manchester expires on 8/12/29. We will likely re-negotiate the lease during 2028 and make it effective on 8/13/29. Theresa reminded us that she recently paid the Port our \$1 annual lease fee which will carry us all the way through our current lease.

Posting of political and other signs on Library grounds: Carol C. mentioned that as soon as she had the addition of bark completed on the south slope, a political sign appeared. Carol removed the sign, but suggested that the Friends probably should have a policy on the posting of any kind of signs on our grounds. John agreed to draft such a policy for consideration at a future meeting.

Kitsap Lodging and Tax advisory committee: Rebecca Pirtle from the County has invited us to have a seat on the Lodging Tax advisory committee so that we might request inclusion in the grant for disbursement of a portion of this tax. We all agreed that Ray would be a perfect candidate for this role. Subsequent to the meeting, Ray declined the nomination.

Authorization for MCA to borrow tables/chairs/canopies/etc: We agreed to Carrilu Thompson's request to borrow our equipment for use at the Manchester Festival on August 5. We also agreed to staff an FOML table at the event and Ray, John, and Penny agreed to help staff the event. We propose to do some volunteer recruiting, sell raffle tickets and generally promote the FOML at the Fair.

Adjournment of official business: The meeting was adjourned at 8:28PM

Respectfully submitted by John Winslow, Secretary

Next Meeting: Wednesday August 23 at 7:00PM.

Schedule of future events: Board Meetings: (all 7 pm) 8/23, 9/27, 10/25, 12/6

Special Book Sales: 11/4

Plant Sale: On-going sidewalk sale

Salmon Bake: 6/16/24

Garden weeding at 9:30AM on: 9/8, 10/13