

## FRIENDS OF THE MANCHESTER LIBRARY

### Regular Board Meeting Minutes for March 27, 2024

**Attending:** C. Williams, D. Denniston, C. Campbell, J. Winslow, Joan Winslow, T. McBride, R. Pardo, B. Peterson, P. Rees, K. Wilson, E. Cisney, Dennis O'Connell, Jim Brewer, and Debra Knodel

Excused: Penny Johnson

#### Action items pending for next meeting:

- A) John to install "slide lock dowels" on all the seven sliding windows.
- B) John to touch-up paint on the bike rack.
- C) John to purchase Heat Pump spare filter and ultraviolet light for next service.
- D) We all need to keep our eyes open for a potential volunteer building maintenance manager.
- E) Theresa to provide Debra with access to the Library's Facebook account.
- F) Joan Winslow to work with Eric's assistant Dennis on siding design ideas.
- G) Carol Campbell to email the completed audit to the Board to complete the task.
- H) Theresa continues to discuss Port's need for certificate of insurance with Tony Lang/D. Bauer.
- I) Ray to continue search for a larger refrigerator for the library, Managing Director, and co-chair for the Salmon Bake.

#### Approved motions:

- 1) Note, revised MOA with KRL was signed by John Winslow in Chuck's absence.
- 2) Replace only the cabinet doors and countertops (not the entire cabinets).

President Chuck Williams called the meeting to order at 7:01 PM and determined there was a quorum (6/7) present. Penny was excused while out of town. We did a round of introductions and Ray Pardo alerted us to Nobi Kawasaki's on-going medical challenges.

**Correspondence:** None.

**Minutes of the previous meeting:** Theresa asked that the minutes reflect that she began the saga of ordering the NY Times for the library in May 2023. As amended, the minutes were approved.

#### Two minute reports:

**Treasurer:** Theresa asked if there were any questions on the reports as submitted. There were no questions. Carol C. asked whether the thank you letter had been sent to Mark Williamson and Chuck was not sure. John will resend the draft note to Chuck for final signature and posting. Subsequent to the meeting, Chuck confirmed the letter has now been sent.

**Secretary:** John noted that at last month's meeting there was discussion of amending the Memorandum of Agreement with KRL to clarify insurance coverage. It was agreed that once we received the amended MOA and it had acceptable language, John would sign it in lieu of Chuck who was out of town. The MOA was so approved on 2/28 and a copy of the document was emailed to all Board members.

**Branch Manager:** Kathleen distributed her written monthly report and mentioned that March has been a very busy month. We have new staff hired and Kathleen is pleased with the new employees. Kathleen

also mentioned that she now has a copy of the preliminary plans for the proposed Port of Manchester's community center. Those wishing to review the plans should contact her. It was also proposed that we switch from a paper tracking of meeting room reservations to an "on-line" format similar to that used for all the other KRL branches. After discussing the potential advantages, we agreed to give it a try!

**KRL Board:** Eric said the last meeting was very brief and the major discussion was on a new fee schedule.

**Bookstore:** Peggy said there will be another "culling" of the inventory this Saturday and that the next Special Book sale will be held on Saturday April 27 along with the Plant Sale.

**Gardens:** Carol Campbell reminded us that the first clean-up of the year is just a few weeks away, on Friday April 12; all volunteers are welcomed to help.

**Newsletter:** Ray's next newsletter will be distributed in mid-April, or possibly earlier.

**Facilities:** John said that due to Steve Fuller's recent resignation, he performed the monthly maintenance tasks for January-March. John reported that all inspections are now up to date and that he discovered several items behind the library which have been removed by Chuck subsequent to the meeting. It was also agreed that John should fit all the sliding windows with a "slide-lock dowel" and touch up the paint on the bike rack. While discussing the maintenance on the Heat Pump, Peggy suggested that we purchase replacement filters and ultraviolet lights on line for a substantial savings. We also discussed the need to find a replacement volunteer who is handy and willing to invest 1-3 hours per month keeping track of preventative maintenance and small repairs to our building. Ray will post this on our newsletter. Ray also gave John some suggestions for potential volunteers for this task.

**Plant Sale:** Carol Campbell reported sales income this year has totaled \$1680 already!

**Salmon Bake:** See "Old Business".

**Port Meeting:** Kathleen reported that the Port may have a booth at the next MCAC open house where they will present the preliminary planning for a community center. The Port does not currently have any information about this proposed project on their website.

**MCAC:** Ray attended the last meeting and said the topic of discussion was the undated Critical Areas Ordinance. They also had a presentation from Trace Richards of SKFR on wild fire risk assessment. The MCAC has a stack of brochures on educating the community on how to minimize your risk. Their next meeting on 4/2 will cover housing and homelessness.

**Social Media:** Debra has posted information about our upcoming Plant and Book Sale on 4/27 and also information on our "Seed Catalog". Debra also requested access to the Library's Facebook account, which Theresa can facilitate.

**Website:** Ray continues to keep our web-site updated nearly weekly.

## **Old Business:**

**Siding replacement/Repainting:** Eric said that the siding replacement where the new windows have been installed is likely to be completed in the July time frame. Repainting will occur afterwards. Joan

Winslow presented some potential colors for consideration. No final decision will be made on a new color until later. Joan also had some ideas on some of the details on residing and Eric suggested that she work directly with Eric's assistant, Dennis on design ideas.

**Meeting Room cabinets/countertops:** Carol C. discussed the project further with Bob Cooper. Using an email vote, it was unanimously agreed to change only the cabinet doors and countertop.

**Exterior Paint:** Awaiting re-siding under the replaced windows. Likely to be in the spring time.

**Donor recognition software:** Carol C. presented a Google spreadsheet that she has created for tracking past donors. This idea was well received and should fill our current needs for tracking donors. Carol will assist Theresa to implement this tool.

**Brochure update:** Kathleen is working with KRL publications to develop a "camera ready" update for the new brochure and has a meeting with the group on April 2. Kathleen requested any photos we might have that would be good additions to the brochure.

**Audit:** Carol Campbell said the audit will be completed once Barb's signature is added to the document. John suggested that this could then be emailed to Board members to complete this task.

**Certificate of insurance for use of Port facilities:** Theresa is working the details with Tony Lang and Dan Bauer of KRL.

**Salmon Bake refrigeration.** Ray reported that he is contacting the leads to confirm availability this year. Ray will be out of the country for almost four weeks prior to the Salmon Bake and the Winslows will be not be available for the week prior to the event (but can help troubleshoot issues up until the week prior to the event). Ray is still looking for a co-chair and a Managing Director (Board representative) for the Salmon Bake. Amber Brown seems willing to take on increased responsibility this year but has not committed to a specific role yet. The first team meeting will be held on 3/28 at 5:30PM. Ray is still investigating availability of a large refrigeration which will fit into the available space at the library which meets our needs. It was determined that a small freezer section is needed to support children's activities throughout the year. Several suggestions were made for reducing the needed refrigerated space (less coleslaw). One other significant issue is insurance coverage, Ray is working with our new insurance carrier to determine if our coverage is adequate.

**Great Give April 16:** John said he is coordinating the rest of the required activities for Great Give 2024.

**Building Maintenance Manager open position:** Noted above, we are still looking!

### **New Business:**

**Peggy Rees recognition as Special Friend:** Chuck presented Peggy with a gift card to help recognize her extensive efforts for the Friends.

**Manchester Independence Day parade:** John reported that Carol Kowalski requested a spot on our April agenda to speak about the parade planning.

**Adjournment of official business:** The meeting was adjourned at 8:39PM

Respectfully submitted by John Winslow, Secretary

Next Meeting: Wednesday April 24th at 7:00PM.

**Schedule of future events:**

Board Meetings: (all 7 pm) 4/24, 5/22, 6/26, 7/24, 8/28, 9/25, 10/23, 12/4

Special Book Sale: 4/27, 6/16, 11/2

Kitsap Great Give: 4/16

Plant Sale: Continuing sidewalk sale March-Oct with large one day event Saturday 4/27

Salmon Bake: 6/16

Garden weeding: 9:30am second Fridays 4/12, 5/10, 6/14, 7/12, 8/9, 9/13, 10/11