

FRIENDS OF THE MANCHESTER LIBRARY

Regular Board Meeting Minutes for May 22, 2024

Attending: C. Williams, D. Denniston, C. Campbell, J. Winslow, Joan Winslow, T. McBride, P. Rees, K. Wilson, E. Cisney, Dennis O'Connell, Jim Brewer, and Matthew Macklin (attorney)

Excused: Barb Peterson

Action items pending for next meeting:

- A) John to arrange for printing 500 copies of the new FOML brochure.
- B) John to assemble a new draft Mission/Vision statement for the Salmon Bake.
- C) Deb to post our need for a building Maintenance Mgr. with input from John.
- D) John/Sarah Cook to soon carefully clean our solar panels.
- E) Penny and Peggy to coordinate volunteer Open House for this fall.
- F) John to forward key documents for FOML to Matt.

Approved motions:

- 1) Approved to have 500 copies of the new brochure printed for \$238.
- 2) Approved to remove Chris Seykota-Smith from our Kitsap Bank account.
- 3) Approved up to \$1500 to create a new 3' banner and 12 posters for tent signs.

President Chuck Williams called the meeting to order at 7:00 PM and determined there was a quorum (6/7) present. Everyone introduced himself or herself.

Correspondence: None.

Minutes of the previous meeting: Were approved with the provision that the post-meeting note about the Salmon Bake cancellation be moved to the old business item about the Salmon Bake.

Two minute reports:

Treasurer: Theresa asked for our approval to remove Chris Seykota-Smith's name from our account with Kitsap Bank as noted last month. A motion to remove Chris Seykota-Smith from our Kitsap Bank account was approved unanimously.

Secretary: John had no comments.

Branch Manager: Kathleen noted that Robyn May is retiring on 6/5 after 18 years with KRL. She also said that the Port Orchard Friends are holding a book sale on Saturday as part of the Mosquito Fleet Fest.

KRL Board: Eric said their next meeting is next week.

Bookstore: Peggy set our next book sale for Saturday August 3 as part of the Manchester Festival. Peggy also said that the sorting crew had a meeting and concluded that we need to raise the prices on specific categories of books for competitive reasons and they have begun phasing in the new prices already. Though a vote was not taken, the Board generally agreed with the change. The older books on the

shelves will be “culled” at the end of June. We will also continue with the practice of handing out coupons for children’s’ books at the Independence Day parade on 7/4.

Gardens: Carol Campbell noted that we had four or five weeders helping with the gardens on 5/10. Carol will also be replacing some of the older hoses and fittings for irrigation needs this month.

Newsletter: John noted that Ray’s current newsletter was distributed on May 21 and then next one will be the July 4th edition and will be distributed on about 7/1.

Facilities: John said he has cleaned the gutters, touched up the paint on the bike rack, and installed the blocking rods on the sliding windows in the Library. He is still trying to identify the filter/ultra-violet light kit for servicing the Heat Pump to help hold down the cost of servicing the HVAC. Chuck and several members of the Board suggested that John should not be working on a ladder and that we should hire a service to clean the gutters and perform any jobs requiring ladder work; John reluctantly agreed.

Plant Sale: Carol Campbell reported sales income this year has totaled about \$10,300 already and they will re-start significant sales in mid-summer.

Salmon Bake: John mentioned that Ray had reported that he has communicated the cancellation of this year’s Salmon Bake to all key donors and volunteers.

Port Meeting: John said that Ray had reported that he told the Port Commissioners that we would cancel the Salmon Bake for this year.

MCAC: John said that Ray reported that the Manchester MCAC Open House was held on 5/7 and it was sparsely attended but there was good communication between the key groups participating. Ray also got several individuals names who were interested in volunteering.

Social Media: Website: Ray continues to keep our web-site updated nearly weekly. Ray has been keeping the website up to date, but there will not be any changes until he returns to the area in late June. John mentioned that he heard from Robyn May that there is a Facebook site that still has information about last year’s Salmon Bake and it is confusing. John sent a note to Deb Knodel and she will try to take action to delete the confusing information.

Old Business:

Siding replacement/Repainting: Eric said he is preparing a materials list and should get the project underway for siding replacement shortly. Bob Cooper is scheduled to repaint the outside of the building once the siding is replaced. Joan Winslow has communicated the primary color (Behr, Half Sea Fog N470-3) to Eric and will shortly provide the trim color (white) as well.

Meeting Room cabinets/countertops: Carol C reports that Bob is also doing the countertop and cabinet door replacement and we will try to have him do that work on a Saturday afternoon or Sunday when the Library is not open.

Brochure update: John will have the latest graphics from Kathleen shortly. A motion to print 500 copies for \$238 was approved unanimously.

Salmon Bake Mission: Ray sent us a proposed mission description for the Salmon Bake. After considerable discussion, it was agreed that John would take all the comments and try to organize them into a new Mission/Vision statement.

Action on new Building Maintenance Mgr: John is still working on leads provided by Ray. It was further suggested that we have Deb add this to a future Social Media post with input from John as well.

Solar Panel Cleaning: John reported that he has been in contact with volunteer Sarah Cook over the past month to schedule cleaning of our solar panels. He said that Sarah is well aware of the need for cleaning and has been waiting for the heavy pollen to slow down. Sarah has the project on her to-do list and should get to it with the help of her husband shortly.

New Business:

Potential for a special book sale at Manchester Festival on August 3: Peggy has coordinated this with Carrilu Thompson. The hours will be 10-4.

Need for updated banner and posters: Carol Campbell said we need to have a 3' long banner "Friends of the Manchester Library" and 12 posters for our tent signs. The tent signs will be four each, "Plant Sale at the Library", "Book & Plant Sale Saturday at 9", and "Book Sale Saturday 9-3". The banner and posters will replace old items that have worn out. A motion to approve this for up to \$1500 was approved unanimously.

Is an update to our meeting room policy needed for political groups?: After discussion and input from Matt Macklin on the legal ramifications, we agreed to leave our policy as it exists.

Volunteer Open House: At the MCAC one item that came up was that we might benefit from an open house where we have new potential volunteers mingle with existing volunteers to energize our recruitment of new talent. The Fire Chief mentioned that they are planning their annual Volunteer Appreciation event and that sparked an idea for the FOML. It was suggested that we might hold a Volunteer event in the fall. Ideas included refreshments, signs, balloons, and publicity via Facebook. Penny and Peggy agreed to coordinate ideas and planning.

Cups Espresso & Café: Peggy mentioned that Cups Espresso is going to offer 15% off to Manchester area residents on Mondays during the next few weeks.

Historical photos donated by Ron Rada: Carol said that Ray has several historical documents that Ron Rada had posted in his office and he has donated them to us for use as we see fit. Carol suggested that we might post these in the Library for a few months and then take action to sell later. Carol will arrange with Kathleen for posting.

Staff Appreciation: John reminded all that in the past we have had a staff appreciation event in July to recognize our Manchester Library staff and to give our patrons a chance to show their appreciation. He briefly described what we had done in the past and suggested that we need someone to volunteer to coordinate such an event. No one stepped forward to take on this action.

Introduction of Matthew (Matt) Macklin: Matt briefly introduced himself and said that he was willing to help the FOML on legal matters and most specifically, he has recently been helping us with our insurance policy coverage. John will be sending Matt key FOML documents to give Matt a clear understanding of our 501c3 status and policies.

Adjournment of official business: The meeting adjourned at 8:37PM

Respectfully submitted by John Winslow, Secretary

Next Meeting: Wednesday June 26th at 7:00PM.

Schedule of future events:

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

Independence Day parade: 7/4

Special Book Sale: 8/3, 11/2

Plant Sale: Continuing sidewalk sale March-Oct

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