

FRIENDS OF THE MANCHESTER LIBRARY

Regular Board Meeting Minutes for July 24, 2024

Attending: C. Williams., D. Denniston, J. Winslow, T. McBride, K. Wilson, E. Cisney, Barb Peterson, Penny Johnson, Ray Pardo, Peggy Rees, Matt Macklin, Carol Kowalski, Deb Knodel, Jim Brewer, and Angela Forsythe

Absent: Dennis O'Connell

Action items pending for next meeting:

- A) Kathleen to work with KRL to acquire and install an AED in our library.
- B) John to present a revised draft Mission/Vision statement for the Salmon Bake.
- C) Penny and Peggy to coordinate volunteer Open House for this fall.

Approved motions:

- 1) Allow the MCA to borrow tables, chairs, and canopies for the Manchester Festival
- 2) Authorize payment of \$307.57 for 500 copies of the new brochure.

President Chuck William called the meeting to order at 7:03 PM and determined there was a quorum (6/7) present. Everyone introduced himself or herself.

Correspondence: None.

Minutes of the previous meeting: Were approved as written.

Two-minute reports:

Treasurer: Theresa asked for any questions on the reports furnished and there were none. John offered the suggestion that we move \$25,000 out of the checking account and into the Vanguard Money Market where it will earn about \$500 in interest over the next five months. Theresa agreed to do that.

Secretary: No report.

Branch Manager: Kathleen distributed her written report with lots of news. She is also active in the planning for the MCA's Manchester Festival which is scheduled for August 3. Kathleen conveyed that Cariilu Thompson would like to borrow tables, chairs, and canopies for the event.; a motion was made and approved to that effect.

KRL Board: Eric said the Board is discussing plans for a revised levy for 2025. This may be on the ballot in April of 2025.

Bookstore: Peggy provided a written report and also mentioned that the sorters had "culled" about 1000 books, which had been on the shelves too long, out of inventory recently. She also noted that they gave out about 100 children's book vouchers at the 7/4 parade and will distribute the remaining vouchers at the Manchester Festival.

Gardens: Carol Campbell submitted a written report.

Newsletter: Ray is back from Europe and reports his next newsletter will be the Labor Day edition.

Facilities: John said he will complete the monthly inspections on Thursday and we are still looking for a facilities maintenance supervisor.

Plant Sale: Carol Campbell submitted a written report. In Carol's absence, Peggy reported that plant sales for this year are now about \$13,000.

Salmon Bake: Ray had no report.

Port Meeting: No report.

MCAC: Ray noted that the next meeting will be held on 8/1.

Social Media: Deb said she sent out postings on the Festival and the Staff Appreciation events.

Web Site: Ray updated the web site this past week.

Old Business:

Siding replacement/Repainting: Eric said he has the list of materials ready and will start on the siding work very soon. Bob Cooper is planning to repaint the outside of the building once the siding is replaced and he has fully recovered from back surgery.

Meeting Room cabinets/countertops: Carol C hopes that Bob Cooper will soon be able to start this project and do that work on a Saturday afternoon or Sunday when the Library is not open.

Brochure update: John distributed copies of the new brochure to all and has made them available in the library. Spare copies are in a box on the shelf adjacent to the meeting room door. Theresa noted that the invoice slightly exceeded the projected cost for the brochures, so John offered a motion that we approve the actual cost of \$307.57 for the 500 brochures. The motion was approved.

Salmon Bake Mission: John made some minor revisions to the wording of the Mission, but failed to copy the Board with the new document, so it will have to be reviewed next month.

Policy on major project bidding: John modified the draft policy as discussed last month and presented it for signatures by all Board members. Once Dennis O'Connell can sign the document, it will be complete.

Action on new Building Maintenance Mgr: John is still working on leads and is open to any other suggestions for volunteers.

Need for updated banner and posters: Carol Campbell and Peggy will design the new posters and source them. A motion for up to \$1500 was previously approved.

Volunteer Open House: Peggy and Penny will be working on ideas for this event in the fall.

Feedback on Staff Appreciation event: John reported that the event was a big success and the staff were all touched by the nice personalized cards with enclosed gift cards we provided. Special thanks to Peggy for the beautiful table arrangement and balloons, to Carol C. and Nancy Mahan for flower arrangements, to Sally Price for the thoughtful cards, and to Chuck for his kind remarks to the staff.

AED device for Library meeting room: Kathleen is working with KRL on the acquisition and installation. Carol Kowalski noted that "Pulse Point" web site shows where AED's are located in the community.

Removal of Political signs on Library grounds: Matt Macklin offered his thoughts on the legality of our removing political signs from the library grounds. His primary thought was that we should not be removing those signs from the public right of way. If a sign is in a marginal location we could remove it, but not deface it and should leave it in some public location where it might be taken back. Also noted, any political sign must be at least 25' from a ballot box, such as on the corner of Colchester and Main.

Matt's review of FOML corporate documents: Matt has agreed to help us by reviewing our corporate documents and still needs to see our letter on 501c3 approval, Bylaws, and the new policy on bidding for major projects; John will re-send those to Matt. Matt also mentioned that we should sign an engagement document with him to cover the no-fee legal advice he is giving us. Matt pointed out that the State has re-written the rules on Bylaws and Conflict of Interest and we should form a committee to review and re-write those documents to comply with the new rules. Matt also suggested that for our next Salmon Bake, we should get an insurance rider to cover that event rather than a separate policy. Finally, Matt noted that our land lease agreement with the Port is set to expire in August of 2029 and now is an appropriate time to begin renegotiating with the Port. He has volunteered to represent us with the Port on those negotiations. On the topic of loaning equipment to other community groups, perhaps we should have a document with release of liability to the FOML signed by the representative of the other group borrowing that equipment.

New Business:

Selection of next Special Friend of the Library: Chuck announced that he will accept nominations for our next "Special Friend" up to August 16. He will then consult with the other Board members and the selection will be announced at our August Board meeting.

Adjournment of official business: The meeting adjourned at 7:53PM

Respectfully submitted by John Winslow, Secretary

Next Meeting: Wednesday August 28th at 7:00PM.

Schedule of future events:

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

Manchester Festival: 8/3

Special Book Sale: 8/3, 11/2

Plant Sale: Continuing sidewalk sale March-Oct

Garden weeding: 9:30am second Fridays 8/9, 9/13, 10/11