

Friends of the Manchester Library
Board Mtg. Agenda for September 25, 2024; 7:00PM (to be conducted in person)

C. Williams, T. McBride, D. O'Connell, B. Peterson, C. Campbell, E. Cisney, K. Wilson, P. Rees, R. Pardo,
P. Johnson, A. Brown, G. Yahn, P. Johnson, P. Nuchims

Excused absences: John Winslow and Dave Denniston

Ray introduced and welcomed the 2025 Salmon Bake co-chairs: Amber Brown and Geoffrey Yahn

Action items pending for next meeting:

- Siding /paint replacement (Eric)
- Mtg room cabinets/countertops (B. Cooper)
- Volunteer open house: Peggy and Penny to table issue until 2025
- New poster/banners for events: Carol to work with Peggy and address in 2025
- AED device procurement (Kathleen)
- Check cost of 3rd fire extinguisher
- Vendor list provided to FOML for possible door replacement (Kathleen)
- Insurance policies review including Umbrella for Salmon Bake (Matt)

Introductions

- Verification of Quorum and Correspondence
- Approval of prior meeting minutes

Motions:

1. August meeting minutes approved.
2. Funds for library mural repair approved.

Two-minute verbal reports

Treasurer: Theresa provided pre-meeting reports and there were no changes or additions. It was noted that the NYTs had been cancelled.

Secretary: No report.

Branch Manager: Kathleen provided pre-meeting written reports including Manchester monthly activities, Risk Check inspection by the Fire Marshall and an invitation to the Port Orchard Library 100th Anniversary Celebration on Friday 9/27. She relayed that the outside mural had sustained water damage with an estimated repair cost from the artist of 385.00. A motion was made to approve funds for repair.

KRL Board: Eric relayed that the focus of the meeting was on Active Threat Training with **1st Run, 2nd Hide and 3rd Fight** strategies. He thought that the 2 fire extinguishers currently in the library were the best available devices that could be used as weapons against an aggressor. Eric recommended a 3rd be procured and placed near Nell's door. KRL is responsible for servicing the extinguishers. Kathleen and/or Eric to check on the cost.

Bookstore: Peggy provided a pre-meeting report as follows: "The bookstore has all bargain books set up for free from 16-28 September. Culling for 3rd quarter will be on September 28th.

Gardens: Carol provided her report pre-meeting. Here it is: 3 of us weeded on September 13; we also did a little repair work on the vets' garden which seems to have been vandalized a bit (nothing to do with the deliberate removal of the large hedge that Chuck Williams & co. accomplished!) Besides the library gardens, we trimmed back the large hedge north of the old shed, around the space we use for plant sale displays.

Plant sale: Carol's pre-meeting report : "The fall plant sale began September 5, and as of this writing has brought in about \$1,560. I expect to close it down for the year around the 1st of October."

Carol relayed at the meeting that year to date plant sales have brought in approximately \$16,000 and she planned to discontinue the sale on October 6.

Newsletter: Ray reported that the next newsletter will be the Halloween issue and will be collecting input.

Building: Chuck's nephew has agreed to assume the library maintenance duties and may be attending the next FOML meeting.

Salmon Bake: See old business.

Port: No report.

MCAC: Ray relayed that at the next meeting on Tuesday, October 1 a county representative will be addressing disability tax exemptions for qualified seniors.

Social Media: No formal report, though Deb is still making posts. She was unable to attend due to her partner's health issues.

Web: No report.

Old Business

Action items from previous meetings:

Building projects:

- Siding/Paint replacement: Eric will store materials in one of the library sheds and plans to install siding after October 6 when the plant sale ends.
- Mtg. Room cabinets/countertop (B. Cooper): Carol says the cabinets and countertop are ready to install, possibly on Sunday, when the room is vacant from 12-4pm. Kathleen noted that during baby time an infant crawled into the lower cabinet, so the sooner the doors are put on, the better.

Salmon Bake Mission/Vision Input from Amber and Geoff: Salmon Bake co-chairs were welcomed by all with appreciation for assuming this role for 2025. Amber has started to coordinate assignments for the 2025 tasks by putting together workflows and the basic "bones of the event." She will plan to present her plan in the coming months to the FOML. Ray agreed to head the coordination of the 100+ volunteers.

And continue receiving donations. He relayed that some Bow Family members will be back to grill salmon in 2025 and that Terry B. is aware of the transition/training needed for the new cooks. Eric will continue to cut the Alder trees (Terry's property?) and provide the wood for the fire. Jason Driver, KRL Director is apparently interested in learning to grill for this event.

Geoffrey will be assessing ways to streamline costs with budget specifics. Ray relayed that historically an estimated budget with framework and dates was presented in the January meeting allowing Theresa to produce an initial budget report that can change based on increased prices. A formal request for use of the port property will be sent when appropriate. Amber asked for the vision or mission statement of the event and Ray will provide this to the co-chairs. Geoffrey who has strong ties to the library and Manchester. He started visiting the library at the age of two and relayed that the Salmon Bake is loved by the community. As the Snohomish tribe has a deep history as part of Kitsap and honors the salmon, Geoffrey has reached out to the tribe to become partners in this event by providing native artwork that could be used on signage and merchandise. Geoffrey stated that if funds were an issue, he would pay for the artwork.

Ray will notify the leads of the change in leadership. He will pick up the Salmon Bake notebook and thumb drive from Penny and handoff to Amber after updating. Attorney Matt still reviewing Umbrella policy with port and others named.

- AED device procurement: Kathleen relayed perhaps next month.
- Background check updates in September: Kathleen will check to see who is missing.
- Action on extending ground lease?: Matt

Other old business

New Business

- Insurance update: Theresa to clarify with Dan or broker if FOML needs to purchase it's own building policy. She noted that the coverage per square footage was not declared on the draft new policy.
- Selection of our nominating committee (Directors?): Chuck to communicate with directors regarding possible nominees and will ask VP Dave Denniston if he will assume the presidency.
- Carol reported that the Solar Panel company that had provided the panels for the library has gone into bankruptcy and the application would no longer be available. She needed to find the warranty certificate to address the issue with the Maxeon to ensure that the warranty will remain intact.
Addendum: Regarding SunPower-branded solar panels with Maxeon Solar Technologies. Carol did find the warranty information needed and provided FOML with a written update and correspondence from Maxeon via email on 9/26 that the warranties on the panels have been reinstated.
- Kathleen asked if the FOML would consider a possible upgrade to the library front doors. She relayed that the current doors were retrofitted at the expense of KRL with automatic door equipment in 2019, and the buttons are difficult for those with weaker hands to push. Staff had received numerous complaints about how heavy the doors are, as well as how hard it is to operate the electronic mechanisms. In addition, they cannot be locked quickly if needed. Carol suggested consideration of a solid lower half and glass in the upper to help lessen the heat coming into the library.

Open Forum – 5 minute segment

Paul relayed that he had offered Kitsap County his properties for a suggested retirement home so that at age 90, he could remain in the Manchester community. To date he had not heard back. Paul noted when kneeling to tie his shoe at the post office, he was spoken to as if he were a child (infantilizing) and it bothers him, as does the lack of health care facilities near Manchester.

Adjournment of official meeting : 8:20 pm (Next Meeting: Wed, October 23rd — 7:00 p.m.)

Schedule of Future Events

Board Meetings: (all 7-8:15 pm) 10/23, 12/4

Special Book Sales: 11/2

Plant Sales: Ongoing sidewalk sale March-October

Current/Future Volunteer event: Fall

Salmon Bake (Fathers' Day): 2025

Garden Weeding (9:30AM): Second Fridays 10/11