

FRIENDS OF THE MANCHESTER LIBRARY (FOML)

Regular Board Meeting Minutes for December 3, 2025

Action items:

- 1) John to register FOML for Great Give as soon as January 1.
- 2) Joan to re-send Eric the exterior paint information.
- 3) Joan to discuss with Terry Bow which past Salmon Bake cooks to recognize.
- 4) Eric to gather cost to replace the interior door.

Motions approved:

- A) Motion approved for proposed 2026 budget with \$800 for social media.
- B) Motion approved to loan four 8' tables to the Port Orchard "Friends".
- C) Motion approved for up to \$300 for a staff Holiday appreciation event.
- D) Motion approved to loan 8 canopies and two garbage cans to Tree Lighting.
- E) Motion approved to donate \$200 to the MCA for the Holiday lighting contest.

Call to Order: President Dave Denniston called the meeting to order at 7:00 p.m. Dave determined there was a quorum (6/7) present.

Attending: D. Denniston, T. McBride, E. Cisney, K. Wilson, John Winslow, Joan Winslow, B. Peterson, P. Rees, Himesh , and Carrilu Thompson **Excused absences:** C. Williams

Minutes of the previous meeting: The minutes of 10/22/25 approved as written.

Correspondence: Theresa passed around a note of appreciation from Steve Pedersen that accompanied a donation.

Two-minute reports:

Treasurer: Theresa submitted her written reports, and there were no questions. We also discussed the proposed 2026 budget. Theresa suggested that we increase the proposed budget for social media to \$800 and there were no other suggestions for changes. A motion to approve the amended budget was approved unanimously. Theresa has also submitted filings and fees to the Secretary of State to maintain our non-profit status.

Secretary: John noted that two updated background checks were needed by December 12 and the last of those was submitted to KRL on 12/5. John also said that the Kitsap Great Give is scheduled for March 10. Registration for Great Give opens on January 1 and he agreed to sign us up again.

Branch Manager: Kathleen submitted her written report and reviewed several items of note. Eric Cisney has been working on the interior door between the library and the back hallway due to issues with the hinges. Nell has presented children's story time remotely at Marcus Whitman Middle School for free dinner nights by SKSD. Kathleen has picked up the four additional glassfish for mounting on the walls and will arrange that with the KRL maintenance staff. Port Orchard "Friends" group has asked to borrow four of our 8' tables for a book sale and this motion was approved. Finally, Kathleen asked for our

approval to donate up to \$300 for a Holiday appreciation event for the staff. That motion was also approved.

Kitsap Regional Library (KRL) Board: Eric Cisney said that he has missed attending the most recent KRL Board meeting.

Bookstore: Peggy reported that Brett Snyder has taken over the sale of some of our books on the internet. The book sorters are also learning how to use our new book scanner. The Special Book Sale will be held on Saturday 12/13.

Gardens/Plant Sales: Activities are mostly suspended until spring.

Newsletter: We were excited to see Mary Margaret's first newsletter recently distributed. John offered to send Mary Margaret a list of individuals to solicit for future newsletter content.

Facilities: Tom Sack was not able to attend and had no written report this month.

Salmon Bake: Kathleen said we have received the first sample of new 8' tables for our review. We looked at the table and generally agreed to proceed with the purchase of seven more.

Port Meeting: Eric and Dave are likely to attend the next Port meeting. Current topic of interest is replacement of failing pilings with little funds available.

MCAC: The County is currently working on updating the Plans for Rural areas.

MCA: Carrilu Thompson noted that Sunday at 5PM the Manchester Tree Lighting event would be held. She also requested the loan of eight 10' canopies and two garbage cans for the Tree Lighting event, which was approved.

Social Media: Himesh has started making updates to the website. Anyone having material for addition to the site needs to forward that information to Himesh for posting. Himesh will also start drafting an entirely new website content for simplified updating and improved content. He will be sharing the drafts with the Board of the proposed new site when the material is ready.

Website: Himesh has agreed to take on this responsibility and he needs our input on any new material to be shared via social media. Himesh can be contacted at hypereffects@gmail.com.

Old Business:

Siding replacement/Repainting: Eric are now in the process of completing the siding near the main entrance of the library. Eric also noted that he has been in contact with an individual who is a professional contractor who wants to volunteer in support of the library. This individual may be involved with re-painting the exterior of the library. Eric ask Joan to re-send him the paint color information.

Bow family volunteer recognition: We further discussed ideas for appropriate recognition of all the volunteers who have helped with preparing the salmon at past Salmon Bakes. Joan volunteered to get all the names of past cooks from Terry Bow. We are thinking of some kind of formal recognition at the 2026 Salmon Bake.

Purchase of Tables, Cans, Cord safety cover for Salmon Bake: Being pursued by Theresa and Anne Cisney.

Ideas to recognize the passing of Ray Pardo: This will also be accomplished at the 2026 Salmon Bake. It was suggested that we post the story of Ray's leadership of the Salmon Bake with a photo at the head of the line for the Salmon Bake.

New Business:

Election of officers for 2026: The first action necessary for elections was the agreement to suspend the two-year term limits for the offices of Secretary and Treasurer. We agreed to do this for another year with John having served as Secretary since 2019 and Theresa serving as Treasurer since 2017. Officers approved were: Dave Denniston-President, Penny Johnson- Vice President, John Winslow-Secretary, Theresa McBride-Treasurer, and Barb Peterson-Director.

Sales of used books on the internet: As noted previously, we will use the same bookseller that the Port Orchard Friends of the Library use.

Nominations for 2026 officers: This topic was discussed at the September meeting and the slate of officers was agreed to be as follows: President-Dave Denniston, Vice President-Penny Johnson, Secretary-John Winslow (will require special acknowledgement that he has exceeded our two term limit in this position), Treasurer-Theresa McBride (this also exceeds our two term limit), Director #2-Barb Peterson. Returning Directors are Chuck Williams and Dennis O'Connell.

Potential replacement of interior door: Eric Cisney has determined that the interior door between the hallway and the library needs to be replaced so it swings into the wall on the north side of the doorframe and no longer uses an automatic closer. He will ask the new volunteer to investigate the cost of making the change and will submit a proposal at the January meeting.

Projected future building maintenance cost review: John presented a spreadsheet he prepares annually that projects future costs for significant building maintenance items. The total projection presented was \$74,600 for items like roofing, paint, heating-air conditioning, etc. Our current investment account for the building stands just under about 10% of that number.

Scheduling dates for 2026: Event dates shown below were accepted.

Support of Holiday Lighting event: We discussed a proposed donation of \$200 toward the MCA supported lighting contest. We agreed that in the future we need to improve the tie-in between the contest and the goals of the FOML, possibly with use of our book coupons for one free used book from our bookstore for children or other ideas. The motion to approve the \$200 donation was approved.

Adjournment of official business: The meeting adjourned at 8:21 p.m.

Minutes by Secretary, John Winslow

Next Meeting: Wednesday January 28 at 7:00 p.m. in Library meeting room.

Schedule of future events in 2026:

Board Meetings: (all 7-8:15 p.m.) 1/28, 2/25, 3/25, 4/22, 5/27, 6/24, 7/22, 8/26, 9/23, 10/28, 12/2

Special Book Sales: 12/13/25 2026 schedule: 2/7, 4/25, 6/21, 9/12, 12/4.

2026 Book Bargains: 3/16-28, 6/15-27, 9/14-26, 12/14-24

Plant Sales: 2026 spring sales start ~3/14, Main Sale 4/25, Summer Sale 6/27-7/11, Fall Sale 9/19-10/3

Salmon Bake (Fathers' Day): 6/21/26

Garden Weeding (9:30 a.m.): Second Fridays 4/10/26, 5/8, 6/12, 7/10, 8/14, 9/11, 10/9

Kitsap Great Give: 3/10