

FRIENDS OF THE MANCHESTER LIBRARY

Regular Board Meeting Minutes for February 26, 2025

Attending: D. Denniston, J. Winslow, T. McBride, P. Johnson, D. O'Connell, E. Cisney, K. Wilson, T. Sack, C. Campbell, Joan Winslow, P. Read, Carrilu Thompson, Kevin Holtz

Excused absences: C. Williams

Action items pending for next meeting:

- A) Dave will speak with Matt Macklin to work with the Port on a potential ground lease amendment to extend the terms of the lease into the future. He will also get more information from Matt on the D&O insurance so Theresa can make payment.
- B) John to arrange for AED training for the community and surveying local AED sites.
- C) Dave will discuss the options proposed by Jim Strode for a ground lease amendment and determine our next action.
- D) John to continue to pursue the Seattle Foundation for information on Birkenfeld Trust grants.
- E) Matt needs to provide feedback on the draft resolution on spending limits.
- F) Carol Campbell, John, and Theresa will collaborate on photo, write-up, and gift card for Pardos
- G) Carol, Peggy, and John will prepare a draft proposal on how to modify the website with more information on helping the FOML and making donations.

Approved motions:

- 1) Tom Sack was authorized to hire a vendor to install an FRP wall shield near the "boat" for up to \$1000.
- 2) A motion to authorize up to \$1000 to solve the glass fish display was approved.
- 3) A motion to approve a donation of \$1500 toward the KRL levy lid lift was approved.
- 4) A motion to approve a donation to KRL Foundation for \$4,000 toward Sumer Learning was approved.

President Dave Denniston called the meeting to order at 7:01 PM and determined there was a quorum (5/7) present. Everyone introduced themselves.

Correspondence: No Correspondence.

Minutes of the previous meeting: The minutes were approved with a correction to the insurance cost of \$3,564.

Two-minute reports:

Treasurer: Theresa asked if there were any questions on the reports presented and there were none. John asked if Theresa had filed the annual Washington Non-Profit Corporation filing had been completed, and she said it had along with two other filings made last November.

The Audit of our books and the Endowment fund will be held at Carol Campbell's home on March 8th at 10AM. Others interested in participating are welcomed.

Secretary: John gave an update provided by Ray Pardo. Ray will continue updating the website and producing newsletters.

Branch Manager: Kathleen provided a written report. KRL launched their 80th Anniversary activities on February 14. The Manchester branch will have its own special library cards issued to patrons as requested. Morgan Felix is leaving KRL in March to return to Arizona. Programming was busy during February, especially during the schools Winter Break 2/17-21.

Kathleen also introduced some of the activities associated with the KRL 80th anniversary celebration. A "Passport" booklet was distributed to encourage patrons to visit all nine KRL branches. Also of note, Manchester branch will be issuing a Manchester branded library card to those patrons who request one.

KRL Board: Eric mentioned the KRL Board met last night. He also said he and Carol Campbell took time to visit four of the northern branches of KRL recently. After the recent issues with the broken glass fish, KRL is suggesting that our next Memo of Understanding with KRL should include reference to ownership and maintenance responsibilities for special items such as the glass fish.

Bookstore: Peggy was dealing with the power outage and unable to attend. We noted that the next special book sale is scheduled for 4/26 and will coincide with the MCC Earth Day and plant sale activities.

Gardens: Carol Campbell reported the gardens are quiet, but the first gardens cleanup is scheduled for 4/11.

Newsletter: Ray is continuing to produce newsletters from home during his recovery.

Facilities: Tom Sack said he has installed the AED device and performed all the other normal monthly maintenance items. Tom has a quote (\$850) from a vendor who can install a Fiberglass Reinforced Plastic shield for the wall near the "boat" for wall protection. John made a motion to approve spending up to \$1000 for this wall protection and the motion was approved unanimously.

Plant Sale: Carol Campbell and the plant sale group are preparing for a significant plant sale on 4/26 with lots of native plants.

Salmon Bake: Amber and Geoff were unable to attend. Kathleen said she was submitting information on upcoming events to KRL for publishing. John said we probably should not commit to pricing yet, but was confident that we could say the Salmon Bake will happen on June 15 from 11:30AM-3:30PM.

Port Meeting: Dave said he and Eric had an informal opportunity to speak with Port president Jim Strode about the ground lease for our building. Jim said he was willing to support an amendment to the existing lease allowing us to extend the ground lease for an extended period. We agreed that was a good idea, but we should have Matt Macklin review any formal documentation. Dave will speak with Matt about the discussion.

MCAC/MCC: Carrilu Thompson attended our meeting and confirmed our agreement with the MCC to share the use of the chairs/tables/canopies with the MCC for their events. Carrilu also mentioned that MCC would have liability insurance in place in case of unforeseen problems during their events.

Social Media: No report.

Web Site: Ray continues to update the site.

Old Business:

Siding replacement/Repainting: Eric plans to start the work on the siding repairs during the first week of March. Exterior painting by Bob Cooper is awaiting appropriately warm weather in the spring.

Meeting Room cabinets/countertops: Bob Cooper has completed the cabinet doors and plans to paint the top of the backsplash and install a protective metal rim around the edge of the laminate countertop.

Salmon Bake: No discussion.

AED device for Library meeting room: Tom Sack completed the installation. John suggested that we arrange for some training in the use of the AED to anyone interested in learning and doing a survey of all local businesses who may also have an AED so that during an emergency, more locals would know where they could access an AED. John has agreed to facilitate those efforts.

Action on extending ground lease: Dave and Eric had an informal discussion with Jim Strode to determine where the Port's interest may be on this subject. Jim Strode seemed willing to offer an amendment to the existing lease extending the current terms for at least another fifty years. Dave will discuss this with Matt Macklin and then we can make a formal proposal to the Port Board.

Insurance issues: Theresa is prepared to make a payment for the Officer's and Director's insurance as proposed by Matt Macklin, but we need to get more specifics from Matt to move forward on this. Dave agreed to discuss this with Matt.

Potential front door replacement: Kathleen discussed this with Mike Rose, KRL maintenance manager and Mike got the idea that we wanted to find the least expensive solution to the problem. We reassured Kathleen that the FOML wants to find a door system that solves all the objectives we have for entryway doors and the cost is secondary to function. Tom Sack suggested that Mike Rose should get a quote from Assa Abloy Co. in Seattle. John said that he had contacted the Seattle Foundation for an update on when the Birkenfeld Trust expires (we think 2025 or 2026). John has heard back from the Foundation, but they did not supply any details and promised to get back with him, but John said he has not heard further, despite a recent follow-up. John will keep on top of this investigation and report on what may be needed.

Resolution on officer approval of expense limits: John drafted a resolution as suggested by Matt, but is awaiting Matt's input on the draft.

Glass fish mounting: Kathleen has been working with Lisa Stirrett on a solution and has enlisted KRL maintenance to implement the correction. Kathleen forecast that the efforts by Lisa would cost possibly as much as \$700. John made a motion to approve up to \$1000 for the resolution of the glass fish display. The motion was approved unanimously.

Library Lid Lift campaign funding support by FOML: Theresa determined that an allowable limit to our support of the campaign would be \$1500. John made a motion for FOML to donate \$1500 toward the campaign, which was approved unanimously.

Selection of next "Special Friend" of the Manchester Library: Dave announced that Ray and Yoli Pardo have been selected for recognition as our next "Special Friends of the Manchester Library". Carol,

Penny, and John will collaborate on the write-up, Carol will locate a nice photo, and John is working to procure a \$50 gift card from Carter and Co. for the Pardos.

Kitsap Great Give: John noted that the Kitsap Great Give event will happen on March 11 with early donations accepted beginning on March 1. John will be sending reminders to past donors on March 4 and March 10.

Web site donations info: Carol Campbell mentioned that she and Peggy discussed our website and thought it could use further information on how to help us and how to donate to the FOML. She is willing to draft and proposal for modifications to the website and John offered to help.

Summer Learning donation: Theresa said that we have not discussed how much we want to donate to the Summer Learning programs sponsored by the KRL Foundation. With a brief discussion, a motion was made to provide support of \$4000 again this year. The motion was approved unanimously.

New Business:

No new business was offered for discussion (I think this was a first!!)

Adjournment of official business: The meeting adjourned at 8:15 PM

Respectfully submitted by John Winslow, Secretary

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

Schedule of future events in 2025:

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

Special Book Sales: 4/26, 6/15, 10/4

Plant Sales: 4/26

Current/Future Volunteer event: Spring 2025

Salmon Bake (Fathers' Day): 6/15

Garden Weeding (9:30AM): Second Fridays 4/11, 5/9, 6/13, 7/11, 8/8, 9/12, 10/10