

FRIENDS OF THE MANCHESTER LIBRARY

Regular Board Meeting Minutes for March 26, 2025

Attending: D. Denniston, J. Winslow, Joan Winslow, T. McBride, P. Johnson, D. O'Connell, B. Peterson, P. Rees, E. Cisney, C. Williams, K. Wilson, T. Sack, P. Read, Jessica Ward

Action items pending for next meeting:

- A) John to create a policy on capital expenditures.**
- B) John to create a policy on when a vote is required to change the budget to reflect changes.**

Approved motions:

- 1) The quotation by Bob Cooper for up to \$11,000 for new paint was approved.**
- 2) A motion to not hold a traditional Salmon Bake was approved unanimously.**
- 3) New resolution 25-101 on officer spending approval limits was approved.**

President Dave Denniston called the meeting to order at 7:00 PM and determined there was a quorum (7/7) present.

Correspondence: No Correspondence.

Minutes of the previous meeting: The minutes were approved as written.

Two-minute reports:

Treasurer: Theresa asked whether there were any questions on her written reports, and there were none. The Audit of our books and the Endowment fund was completed on 3/8/25 and a report was submitted to all by Barb Peterson. The report included three recommendations; 1) The policy on capital expenditures include a threshold from \$500 to \$2000; 2) The board review the 990 report either before or after filing; 3) The Board consider a written policy for when a vote is required if it appears the annual budget will exceed by some amount (suggest threshold of 20%). John will create new policies for suggestions #1 & #3.

Secretary: John said he would not be able to attend the meetings in April and May. Penny Johnson agreed to take the minutes at those meetings. John said he would be able to assemble agendas for both meetings.

Branch Manager: In addition to her written report, Kathleen said that all branches would add a "mug hunt" to the programs for celebrating KRL's 80th anniversary.

KRL Board: Eric mentioned that the KRL Board will decide what level of levy to seek in the upcoming lid lift election. He also noted that KRL had decided to expand from using a single computer server centrally located, that they will add individual servers at each location this year for better service.

Bookstore: Peggy has cleared up the shelves from old inventory by offering free books on the slow movers. As a result, about half of the free books have been taken. Peggy also showed the new banners we will use to advertise events on the "sandwich boards".

Gardens: Carol Campbell was unable to attend, but submitted a written report.

Newsletter: Ray is continuing to produce newsletters from home during his recovery. The next edition will likely be distributed on about 4/1, and that's no joke!

Facilities: Tom Sack noted that he had to change the hinges on the cabinet doors to correct fasteners that were pulling out of the plywood used in the recently replaced cabinet doors. The FRP panel to cover the wall near the "boat" is scheduled to be completed next week.

Plant Sale: Carol Campbell said in her written report that the on-going sales will pick up as the plants in inventory "wake-up" for springtime. There will be an expanded plant sale on April 26th.

Salmon Bake: Amber and Geoff were unable to attend. See discussion below.

Port Meeting: No report.

MCAC/MCC: The MCAC is conducting a survey on neighborhood issues. They will also be posting "Drive Friendly" signs around Manchester in the near future.

Social Media: No report.

Web Site: Ray continues to update the site.

Old Business:

Siding replacement/Repainting: Eric and Dennis have begun the siding replacement work. Eric also presented a new quotation from Bob Cooper for the repainting the exterior of the building to include repainting the new addition as well. The new quote is \$8845.20 plus \$1500 for a second coat. We agreed the second coat was worthwhile. A vote to approve the new quote was approved. Subsequent to the meeting, Chuck asked if we could hold the approval of Bob Cooper's bid and wait for another bid from Port Orchard Build & Paint who specialize in painting.

Meeting Room cabinets/countertops: Bob Cooper has completed this project.

Salmon Bake: John reported that Penny had a long discussion with Amber on the Salmon Bake in the past couple of weeks and Amber had mentioned that her workload had recently expanded significantly and that she would be out of town from about May 26th until June 13th and that would impact her ability to support the event this year. Then, compounding the issue, Geoff sent us an email on 3/24 that he would be having brain surgery on 4/22, and that would have a major impact on his ability to support the event while he recovers. John also noted that Erin Civilla had recently polled past volunteers and only had seven positive responses for helping this year. We realized that these situations would have a major impact on our ability to host a successful Salmon Bake on June 15th. We voted on a motion to not hold a traditional Salmon Bake and it was approved unanimously.

Then, recognizing that after cancelling last year's Salmon Bake, we did not want to lose community support for the Library we considered alternate actions. Perhaps we could host an alternate event that would not require and much planning and volunteer support this year.

The idea of utilizing several food trucks with alternate menus was suggested. We understood that there could be liability issues, but felt that expanded liability insurance could help us handle those concerns. Penny agreed to investigate what several local food trucks and caterers could do. We

obtained a list of approved food trucks and caterers from the Kitsap Health Department. It was mentioned that we should try to emphasize Community and kids in our efforts.

Those suggestions led us to consider how we might use our local food businesses to help. Penny also agreed to contact the Manchester Pub (hot dogs & pizza?), Carbon (Fish Tacos?), and Cupps coffee (sandwiches & ice cream cones?) to see how they might support food items for an event.

Kathleen said she had recently attended a successful event that was catered by the Suquamish Tribe and she agreed to ask them how they might help for our event. Subsequent to the meeting, Kathleen also suggested that the Rotary group might be willing to support the event with another group of volunteers. Other suggestions included face painting for the children, music either recorded or live, food package tickets with multiple food trucks, block party kind of approach, use stormwater park for tables/chairs/canopies, barbershop quartets, balloons, keep salmon theme, and keep menus simple to feed large crowd.

With all these options under consideration, we agreed to hold a “Zoom meeting” on Wednesday April 2nd at 7:00PM to discuss our potential options and zero in on an approach that might work best considering all our limitations of short time window, limited event leadership, limited volunteer support, etc. Kathleen agreed to host the Zoom session.

AED device for Library meeting room: John noted that our AED device now joins the other two similar devices at the Water District office, and at Manchester Elementary School. John also reported that on 3/24, Trace Richard of SKFR presented a one hour class on manual CPR and use of an AED to six individuals who signed up for the training at the library. The trainees were enthusiastic and happy to have had the refresher.

Action on extending ground lease: Dave asked that we postpone this discussion until Matt Macklin can attend to further discuss this issue.

Insurance issues: This topic was also postponed until Matt Macklin can comment.

Potential front door replacement: Kathleen said that Mike Rose had visited recently with the commercial door company to entertain a quotation for a new door system. After learning some added facts about adjustment of the current doors, and making some adjustments, it was agreed by all that the current doors were operating as well as we are likely to achieve with new doors. We will suspend this effort as coming to a satisfactory conclusion.

Resolution on officer approval of expense limits: The new resolution, now numbered 25-101 was approved and signed.

Glass fish mounting: Tom Sack prepared the fish for re-mounting and the KRL maintenance team will re-install on 4/11.

Kitsap Great Give: John reported that we had 27 donors making \$4763 in pledges and we also received a \$100 prize for early registration.

Completion of Endowment fund actions: Theresa said that the Yacktman fund has been closed and a check received from Yacktman. Those funds have been sent to Vanguard to open the Large Cap Index Admiral fund to hold our Building Fund assets. Rebalancing of the other funds will be completed shortly.

Web site donations info: No report.

Springtime volunteer recruitment event: It was suggested that we could incorporate this effort into the Fathers' Day event.

New Business:

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

Adjournment of official business: The meeting adjourned at 8:23 PM

Respectfully submitted by John Winslow, Secretary

Next Meeting: Wednesday April 23 at 7:00PM (Note: John W. will be out of town).

Schedule of future events in 2025:

Board Meetings: (all 7-8:15 pm) 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 5/9, 6/13, 7/11, 8/8, 9/12, 10/10