

FRIENDS OF THE MANCHESTER LIBRARY (FOML)

Regular Board Meeting Minutes for April 23, 2025

Call to Order: President Dave Denniston called the meeting to order at 7:02 p.m. and determined there was a quorum (4/7) present.

Attending: D. Denniston, T. McBride, P. Johnson, D. O'Connell, B. Peterson, E. Cisney, K. Wilson, T. Sack, John and Joan Winslow were excused, as was Carol Campbell.

Dennis O'Connell agreed to take the minutes for this meeting.

Minutes of the previous meeting: The minutes of March 26, 2025, were approved as written.

Correspondence: No correspondence report was presented.

Two-minute reports:

Treasurer: Theresa asked whether there were any questions regarding her written reports, and there were none. She noted that the cost of insurance exceeded the approved budget amount of \$6,000.00. The actual cost was \$6,758.00. To ensure transparency and for the record, Dave Denniston made a motion to increase the 2025 Budget amount approved for insurance expense to \$7,000.00. Barbara Peterson seconded, and *the motion carried unanimously*.

Secretary: John Winslow was not present and no report was presented.

Branch Manager: In addition to her written report, Kathleen reminded everyone that the Manchester Community Association (MCA) Earth Day event is scheduled for Saturday, the 26th. She also mentioned the upcoming Kitsap Regional Library (KRL) levy coming this summer. See below for additional levy information.

Finally, Kathleen commented on decorative salmon sculptures being installed on the interior walls of the library. She explained that more salmon may be needed to complete the project. She then invited all present to tour the library and see the designs at the end of the meeting.

Kitsap Regional Library (KRL) Board: Eric Cisney stated that KRL is actively recruiting teen-aged volunteers for all branches. He also mentioned that the KRL Board approved a levy proposal. The levy will be presented for voter approval on August 5th. The following is an excerpt from [Proposition FAQs | Kitsap Regional Library](#) :

"To maintain current operations and provide stable funding for the next five to ten years, the Library is proposing a reset of its levy to \$0.39 per \$1,000 of assessed value. This increase will allow the Library to:

- *Early literacy resources continue, offering young children and caregivers tools to build a solid foundation for success in school.*
- *Continued after-school and summer learning opportunities to support K-12 students.*

- *Up-to-date technology access, keeping the community connected and informed.*
- *Library spaces that continue to meet accessibility and safety standards for all residents.*

This levy does not fund the construction of a library in Port Orchard, which is being built with privately fundraised dollars. It ensures Kitsap Regional Library can continue providing essential services to all Kitsap County residents."

Bookstore: Peggy stated that the book sale was a great success, and Dave added that 673 books have been sold.

Gardens: Carol Campbell was unable to attend, but did submit a written report. She reported that four volunteers conducted the first planter clean-up of 2025 on April 11th. The next scheduled work party is scheduled for May 9th.

Newsletter: No report was presented.

Facilities: Tom Sack reported that he is working to inspect the irrigation system and put it into service for the season. Eric Cisney added that the air quality monitor was currently out of service, but KRL I.T. staff are scheduled to reset the system. It was also reported that Enphase has taken over monitoring the solar power diagnostics and reporting system.

Plant Sale: Carol Campbell was not in attendance to offer a formal report; however, it was noted that an expanded plant sale is planned for April 26th to coincide with the annual Earth Day event hosted by the MCA at Qa'qad Park.

Salmon Bake: Kathleen confirmed that the Annual Salmon Bake is scheduled to take place on Sunday, June 15th (Fathers' Day). She requested authorization to pay Le Garmache' Catering a \$2,750.00 deposit on their proposed \$11,000.00 total to cater the event. In addition to their agreement to work with the Bow Family and prepare the salmon in the Manchester tradition using a temporary grill over green alder wood, it was also reported that Le Garmache' is familiar with the "Airport Diner coleslaw" recipe and will prepare the side dish as requested. The caterer will also follow and abide by all health department regulations and secure the appropriate permits. They will also provide all necessary refrigeration and food preparation equipment, with exception of the "salmon bake pit". The FOML 2025 Budget includes \$7,000.00 for the Annual Salmon Bake expense. Further discussion among the group predicted revenue would probably exceed the \$11,000.00 expense, but also emphasized the importance of the event to the community. Barbara moved to authorize payment of the \$2,750.00 deposit to Le Garmache' Catering as requested. Dennis seconded and ***the motion carried unanimously.***

Kathleen also reported that Ray Pardo will continue to solicit funds (donations) from local businesses and individuals on behalf of the FOML to help fund the Salmon Bake. She also stated that she continues to work with Erin Civilla of Manchester Water District to recruit local volunteers for the event.

Discussion then turned to 2025 pricing for meals and apparel. It was agreed that 2025 pricing for event t-shirts and hats would remain unchanged from 2023. Regarding meal pricing, discussions turned to increasing prices as follows:

- \$25.00 for adult meal - \$18.00 for children 7-12 years old - \$10.00 for children 6 and under

Theresa moved to increase meal pricing as defined above, Dennis seconded, and ***the motion carried unanimously.***

Port Meeting: Dave Denniston attended the meeting and reported that library lease terms are still being negotiated. He also shared that a motorhome has been parked overnight in the parking area adjacent to the library on occasion. Port Commissioner Strode is monitoring the situation.

MCAC/MCA: No report was presented.

Social Media: No report was presented.

Website: It was reported that although Ray Pardo was not present at the meeting, he has continued to update the website as needed.

Old Business:

Siding replacement/Repainting: Eric reported that progress is ongoing on the siding project. He anticipates that with the exception of painting, he predicts construction will be completed prior to the Annual Salmon Bake.

New Business:

Volunteer Recognition: Dave Denniston proposed the addition of an outdoor plaque recognizing the ongoing contributions of the Bow Family for their five decades of service at the Annual Salmon Bake. No further details were confirmed, but all present agreed such recognition would be appropriate. Discussion will likely continue at future meetings.

Policy 121 – Capital (Major) Project Bidding: This policy was drafted to ensure that future capital (major) projects “are competitively bid by several (normally at least three) vendors to wisely utilize FOML resources on all major projects costing at least \$10,000.” Further discussion on this policy was tabled until the next scheduled meeting.

Policy 122 – Annual Operating Budget: Following discussion, it was suggested that the policy may be restrictive for future Boards. As presented, the policy states “*If it becomes apparent that the approved budget will not cover an increased cost of 10%, or \$250.00 over the approved budget (whichever is the least amount), will necessitate a vote of the Board for approval of a change to the approved budget for the remainder of the year.*”

It was suggested that \$250.00 is a relatively small amount when compared to total expenses projected for a year. For example, the FOML 2025 Annual Operating Budget projects total expenses of \$74,750.00. \$250.00 of \$74,750.00 equals less than one-half of one-percent of the budgeted total.

Following further discussion, Barbara moved to rewrite the policy to reflect a 20-percent overage threshold would require a vote of the Board to revise the budget. As an example, if the total expenses for 2025 exceed the budgeted amount of \$74,750.00, a Board approved revision of the budget would

not be required unless the total projected expense exceeded \$89,700.00. Theresa seconded and ***the motion carried unanimously.***

Policy 122 shall be edited as suggested and presented for Board consideration at a future meeting.

Adjournment of official business: The meeting adjourned at 8:02 p.m.

Approved motions:

- 1) Motion to increase budgeted amount for insurance expense from \$6,000.00 to \$7,000.00 reflective of cost increase.
- 2) Motion to authorize \$2,750.00 deposit to Le Garmache' Catering for 2025 Salmon Bake
- 3) Motion to revise Annual Salmon Bake pricing
- 4) Motion to edit Policy 122 modifying guidelines for approval of cost increases requiring Board approval.

Minutes prepared and respectfully submitted by Dennis O'Connell, Director

Next Meeting: Wednesday May 28th at 7:00 p.m.

Action items pending for the next meeting:

- A) Review and adopt Policy 121 establishing guidance on Major Project Bidding
- B) Review and adopt Policy 122 establishing guidance for revising the annual operating budget as needed.

Schedule of future events in 2025:

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

Special Book Sales: 6/15, 10/4

Plant Sales: Ongoing

Current/Future Volunteer event: Spring 2025

Salmon Bake (Fathers' Day): 6/15

Garden Weeding (9:30 a.m.): Second Fridays 5/9, 6/13, 7/11, 8/8, 9/12, 10/10