

## **FRIENDS OF THE MANCHESTER LIBRARY (FOML)**

### **Regular Board Meeting Minutes for May 28, 2025**

**Call to Order:** President Dave Denniston was excused, and Penny Johnson called the meeting to order at 7:00 p.m. She determined there was a quorum present.

**Attending:** P. Johnson, T. McBride, D. O'Connell, B. Peterson, E. Cisney, K. Wilson, C. William, P. Rees, 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 April 23, 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 catering the Annual Salmon Bake will exceed the approved budget amount. Following brief discussion, Theresa moved to increase the projected Salmon Bake expense to \$12,000.00 to more accurately reflect the anticipated cost. Eric seconded and ***the motion carried unanimously.***

While discussing budget concerns, the topic of FOML Policy 122 was revisited. To review, as presented at the April meeting, Policy 122 would establish a policy for amending the previously approved budget during any given calendar year. As presented in April, the policy stated *"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."*

Presented for Board consideration was a revised Policy 122 increasing the amount to a 20-percent overage threshold before requiring a vote of the Board to revise the budget. Following brief discussion, Dennis moved to adopt the revised Policy 122 as presented. Barbara 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 noted that the decorative fish interior wall décor project is nearly complete. The designer suggested that additional fish be added at an estimated cost of \$1,762.00. Following discussion, Eric suggested we table the issue until later in the year to ensure funds are available and solicit input from others not in attendance. The group agreed and will revisit the issue at a future meeting.

**Kitsap Regional Library (KRL) Board:** Eric Cisney stated that KRL is currently discussing whether to replace air quality monitors at various locations, including the Manchester Library building. According to

The Puget Sound Clean Air Agency (PSCAA), these “purple air” sensors are not regulatory-grade instruments and are intended to be educational. Data collected is accessible to the public. Eric noted that the FOML may purchase an instrument, but publishing the data may require additional logistics.

It was also reported that a garden bench recently donated to the library will be located adjacent to the entrance as part of the façade upgrades currently under construction.

**Bookstore:** Sales are ongoing and volunteers are planning to set up a table at the Annual Salmon Bake on June 15<sup>th</sup>.

**Gardens:** It was noted that the next Gardens Group meeting is scheduled for June 13<sup>th</sup>.

**Newsletter:** Although Ray Pardo was not present at the meeting, it was reported that a newsletter was published earlier in May.

**Facilities:** No report was presented.

**Plant Sale:** Carol Campbell was not in attendance to offer a formal report; however, it was noted that the plant sale is currently suspended, and that year-to-date sales have exceeded \$13,900.00.

**Salmon Bake:** Kathleen confirmed that preparations for the upcoming Salmon Bake are ongoing, including the placement of newly printed yard signs advertising the event.

**Port Meeting:** No report was presented.

**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:** Status: underway.

**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.

**Ground Lease:** Topic was tabled until further notice.

**Insurance:** Topic was tabled until further notice.

## **New Business:**

**July 4<sup>th</sup> Kids Parade:** Theresa stated that Carol Kowalski is once again coordinating a neighborhood Kids Parade on July 4<sup>th</sup>. This has become an annual community event and includes free ice cream for the kids involved. She has requested a donation of \$225.00 to assist with funding the event. Following brief discussion, Barbara moved to donate the funds as requested. Theresa seconded and **the motion carried unanimously.**

**Memorial Request:** A request from a community member has been submitted to create a memorial to a friend that recently passed. Following discussion regarding the establishment of an FOML policy for such requests, it was decided to explore the issue further prior to approving or denying this specific request. Kathleen agreed to research whether KRL or other local libraries have a policy in place regarding memorial requests.

**Adjournment of official business:** The meeting adjourned at 7:55 p.m.

**Approved motions:**

- 1) Motion to increase budgeted amount for Annual Salmon Bake expense to \$12,000.00 reflective of cost increase.
- 2) Motion to amend Policy 122 to reflect a 20-percent overage threshold would require a vote of the Board to revise the budget.
- 3) Motion to authorize \$225.00 to the Annual July 4<sup>th</sup> Kids Parade.

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

**Next Meeting:** Wednesday, June 25<sup>th</sup> at 7:00 p.m.

**Action items pending for the next meeting:**

- A) Review and adopt Policy 121 establishing guidance on Major Project Bidding

**Schedule of future events in 2025:**

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

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

**Plant Sales:** Ongoing

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