

Friends of the Manchester Library
Meeting Minutes for January 25, 2012

Attending: C. Campbell, E. Cisney, D. D'Haem, J. Gardipe, G. Herbison, B. Lounsbery, R. Nelson, R. Pardo, R. Rada, G. Weixler, R. Weixler, J.&J. Winslow

Actions pending:

Ron: Approve final budget for 2012 at Feb. meeting

John: Continue to investigate darkening meeting room

Carol: Summarize 2010 and 2011 vol. hrs.

All: Look for items for silent auction Feb. 18

Carol: Correct Arts. Of Inc. to be s/a Bylaws

George (and others?): replace store shelf pegs

Carol: Update and issued policy/proc manual

Carol: Coordinate water damage repair

The meeting was called to order at 7:00 pm by President Rada.

Minutes of the previous meeting were approved as presented.

Correspondence: None.

Treasurer's report: John presented final figures for 2011, plus a draft budget for 2012. After consideration, the board collectively agreed on several changes and the final version will be presented for vote in February. Rich Weixler will assist with some of the treasurer's routine tasks this year, when John is not in Manchester – Thanks, Rich! Funds are being transferred into the Endowment fund as decided at the December meeting. The Building fund may be invested in something more productive than a money market account.

Branch Manager's report: See separate report from Dee. She'll be on vacation in February.

Bookstore report: Carol reported that the shelf unit that fell in (no one was hurt) has been repaired by George Herbison (thanks, George!) As the shelf pegs that sheared off were plastic, they will be replaced with sturdy metal ones. George offered to do that. The sorters met on Monday the 23rd, to agree on a few location changes for things in the store for better display. The group will meet about twice a year, to improve consistency in how books are sorted and priced.

Newsletter: Ray reported the next issue will be out about January 28, will advertise the book sale. Ron volunteered to print the newsletter to save on cost.

Facilities Manager report: A second water damage has occurred, this time from a pipe under the building breaking and sending water and silt up onto the carpet. About a third of the building's floor got wet, but is drying well. A few small areas of sheet rock have been cut out, and Dee's office area is still drying. The library should open again by Friday the 27th, with luck, and we will work around the repairs. George volunteered to work with others on the sheet rock replacement; we may still have some of the right paint colors. We have a \$5k deductible and will wait to see what the Service Master bill is before deciding whether to file a claim with insurance. Carol will serve as coordinator to keep the repair project moving as quickly as possible. The carpet will definitely need cleaning.

Gardens: Winter-dormant. The recent heavy snowfall did not damage anything

Building Committee: May look at a public display of the concept drawing.

MCAC: the group needs county input. They are in arrears on room rent, but it may still be in the works.

Plant Sale (4/28): We had the first meeting in January. We will not try to buy as many plants this year, as they don't produce the profit we'd hoped for. Carol will do some advertising to remind gardeners to think about potting up plants to donate.

Salmon Bake: First meeting should be in mid February. We need to begin to train backups for every major position.

Old Business: The vacuum cleaner has been replaced. Black out curtains would have to have a mesh section at the top to meet fire code, so would not really help. John and Joan will continue to investigate a method of darkening the room.

New Business: Endowment Fund: John will cash in a CD and complete transfers to the Endowment fund as decided in December, retaining about \$50k in an operating reserve plus the building fund. We cannot locate the key control records. Carol will arrange to have the exterior doors re-keyed and new keys made and re-issued to everyone. The key lockers also need reorganizing as part of this project. John forwarded some update info for the FOML web site to Arlene – we need to find a new volunteer to maintain that site. Dee will contact Tracy to see if she is interested or knows of someone who might be. John suggested that we have a 65th anniversary event, and develop some long-term method of recognizing "Friends Emeritus". A photo montage was suggested, and John will coordinate that and the event. Carol will work on updating the policies/procedures manual; all are asked to help with specific content revisions when requested.

Final note: Dee announced her retirement, effective 30 June 2012. The initial dismay of the group turned into a hope that we will now have a great new volunteer. Congratulations, Dee!

Meeting adjourned at 8:10 pm. Next meeting: Wednesday, February 22, 2012, from 7 to 8:15 pm in the Library.

Respectfully submitted,

Carol Campbell, Secretary