

Friends of the Manchester Library
Meeting Minutes for February 22, 2012

Attending: C. Campbell, E. Cisney, G. Herbison, R. Pardo, R. Rada, Joan Winslow, John Winslow

Actions pending:

John: Continue to investigate darkening meeting room
Carol: Summarize 2010 and 2011 vol. hrs.
Carol: Present wording change to bylaws/match A/Inc
George: Look at flooring alternatives for damaged vinyl

Winslows: count tables, review SBake layout, purchase tables
Carol: Straighten out the key control

The meeting was called to order at 7:04 pm by President Rada; email reminders of meetings are needed. Minutes of the previous meeting were approved as presented.

Correspondence: None.

Treasurer's report: John presented a revised draft budget; approved. He also presented net worth, banking summary, and YTD budget vs. actual reports. The bill from Service Master was reduced by a credit of \$723 for the damage they did to the vinyl floor in the meeting room. The annual audit (Ray Pardo, John Winslow, Carol Campbell) will tentatively be held March 30. The book sale brought in \$691, silent auction \$592 so far, \$10 donations and \$148 in plant sales.

Branch Manager's report: No report; Dee's on vacation.

Bookstore report: Store in good order, but did not do well in January. [Subsequent report after a correction to transaction categories in Quicken showed a better result, but still not where we'd like it to be]. George and John have replaced all the book shelf pegs with metal.

Newsletter: Ray reported the next issue will be out about March 15, will advertise the plant and book sale. May need short book reviews.

Facilities Manager report: John and Carol cleaned out the file cabinet; John displayed several books on nonprofits and fundraising, which will be kept in a more accessible location. The furnace has been serviced. John's monthly maintenance schedule is posted.

Gardens: No report.

Building Committee: Thomas's excellent rendering should be used to let the community and especially potential donors what we are hoping to work toward. The committee should probably meet again soon to develop a plan for soliciting major donations toward a land purchase.

MCAC: Set goals: storm water improvements; community identity of Manchester; public safety

Plant Sale (4/28): Plans are progressing; tally sheets will be available to shift work from cashiers to other sale helpers. Trailer use has been requested, vendors are being asked for donations.

Salmon Bake: Time will change to: 11:30-3:30. Prices: \$14, \$10 for ages 6 to 11, \$5 for ages 5 and under. Planning is underway, need volunteers to shadow the experienced specialists and learn how it's done.

Old Business: Carol will work on updating policies/procedures, one document at a time (will be ongoing). John spoke to the Dennis at the Water District, and they don't believe the sign's dolphins need replacing. John will check for sure. The Water District has a web site and is willing to host information about our events. XXXX(who has action??) Since the old brown tables have all been sold, we do not have enough tables for the Salmon Bake; John and Joan will review the event layout, count the existing tables, and are authorized to purchase up to 10 8 foot tables and up to 6 6 foot tables.

New Business: We will host a retirement open house for Dee in late June, and invite the public, KRL colleagues, and FOML.

Meeting adjourned at 8:25 pm. Next meeting: Wednesday, March 28, 2012, from 7 to 8:15 pm in the Library.

Respectfully submitted,
Carol Campbell, Secretary