

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

Attending: C. Campbell, E. Cisney, G. Herbison, B. Lounsbery, L. Uemoto, T. Uemoto, G. Weixler, R. Weixler, John Winslow, LA Winterowd

Actions pending:

George: work on inside book drop (pending)

Leigh Ann: laptop desk and early learning center (pending)

John/Rich: Follow-up on room rent delinquencies

Ron/George: pursue building pot storage shelves

Gigi: organize Amy's takeover

Carol: Make sure key loan forms are signed & numbered

Ron: Pull together details of proposed storage building

Carol: Find out why handicap parking changed

Carol: Contact locksmith about locking doors from inside

Carol: Provide Leigh Ann a list of six volunteers to serve as the second "safety" person if emergencies warrant it.

The meeting was called to order at 7:00 pm by Vice President Herbison. Minutes of the previous meeting were approved as presented.

Correspondence: None.

Treasurer's report: Financial reports presented; room rent from MCAC and MCA still pending, and John is pursuing that. He noted the expense for meeting room flooring, and extra expense continuing for carpet cleaning because of the meeting room users' carelessness.

Branch Manager's report: Leigh Ann's report is attached. Question arose about why the restriping in the parking lot changed a second spot to handicap status; Carol will pursue with Dennis at the water district who handles Port administrative issues. A patron had to be banned from the library because of behavior problems; for staff safety, we will pursue a way to lock the doors without having to go outside. Leigh Ann will contact KRL about pursuing Sheriff's office untimely response to the actual incident. The Port needs to be notified about library events that will use Port facilities, especially when events are added after the annual itemized agreement is signed. The library must have at least two people working, for staff safety; in the event of staff shortages (illness, emergencies), six FOML volunteers agreed that they would be willing to come to be the second person so the library could be open. Carol will provide a list of those names and phone numbers to Leigh Ann.

Bookstore report: Carol reported the sorters are doing a great job keeping the store going and looking; revenues are OK.

Newsletter: No report.

Facilities Manager report: PSE Energy engineer suggestions: replace flag lighting bulb with LED; consider occupant sensors in the rest rooms; consider 25W fluorescent lights everywhere, or disconnect some ballasts where the light is not needed (must consider library stacks' lighting requirements in those areas); replace RR lights over mirrors with LED. John calculated potential savings on all these items, and was authorized to pursue them.

Library Concept Group: Thomas has taken the web site maintenance work from Arlene, and asked for volunteers to help with planning revisions. There are many opportunities to get the FOML word out with web tools.

Gardens: July 13 weeding went fine; LLGC and FOML volunteers will decide soon whether to have the August weeding. Carol is setting up watering for the dry season, and George's hard work on the water piping is helping a lot.

MCAC: no meeting. Eric reported the Manchester celebration will be August 25; FOML agreed to the use of our canopies/tables, as long as an FOML volunteer is there.

Plant Sale: Plant sale has finally ended; record income of \$6300+, including early and continued sales and cash donations.

Old Business: Darkening the meeting room was tabled indefinitely; meeting room vinyl installed; George will work on inside book drop improvement; Ron followed up with the meeting room users who cause the continued carpet staining problem, and they will either do a better job controlling the problem or give up making coffee; George has many of the materials for pot storage shelving; Gigi reported the Amy's takeover will be September 24, from 4 to 8, and she is

looking for ideas for raffle baskets; there will be no reservations, we need to be aggressive about spreading the word; the two groups MCAC and MCA who owe rent have been contacted; Carol will follow up to get key control signatures for all long term checkouts; the second Special Friend plaque is now on display; \$5,000 was approved toward a new storage building to be constructed west of the meeting room, approx.. 8x24', with ramps for access, and two entry points. Allocation of the new storage space will be decided, and controls on inventory will be required.

New Business: Discussed possibly having a volunteer at Manchester celebration, to publicize the Amys' takeover and hand out FOML brochures; tabled to next meeting.

Meeting adjourned at 8:16 pm. Next meeting: Wednesday, August 22, 2012, from 7 to 8:15 pm in the Library.

Respectfully submitted, Carol Campbell, Secretary