

Friends of the Manchester Library
Meeting Minutes for May 25, 2013

Attending: E. Cisney, G. Herbison, C. Kucius, B. Lounsbury, P. Paquette, R. Pardo, R. Rada, Z. Sherman, G&R Weixler, J.&J. Winslow, D. Wright

Actions pending:

All officers to review draft Audit in detail and get back to Ray Pardo with any issues or concerns.

Ray: Continue effort on copyright investigation.(pending)

John: Arrange with Carol for west slope grass trimming.

Need a volunteer to touch-up the paint on the new West shed.

Zak/Carol: Complete the signage in the book store.

Eric: Dispose of plank near South shed.

Ray: Continue efforts on resolution of the Manchester Memories copyright .

Carol: Continue effort on disposition of Kindle.

Winslows & Weixlers: Organize the staff recognition for a staff meeting in July.

Carol/Heidi: Update special Friend plaque in Cassidy Holtzman's memory.

Ralph Nelson: Submit article on recognition of Cassidy to POI

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

Minutes of the previous meeting were approved as presented.

Correspondence: E. Brem. FOL newsletter.

Treasurer's report: John presented the regular monthly reports with no questions asked. He also reported that as a result of the Audit, he was re-issuing the Year End Report to correct a discrepancy on investment totals due to a quirk in the Quicken software. John mentioned that there remains \$115.56 in the Cassidy Holtzman Memorial account to be used for the Girls' Lego Club. In conclusion, John reviewed the results of the Plant/Book sale which was quite successful. Ray Pardo reported on the preliminary results of the Audit of 2012 books and presented a draft report; all officers were asked to review the draft in detail and to let Ray know if they have any questions or concerns. The final Audit report will be issued next week.

Branch Manager's report: See separate report from Zak. It was noted that the "Parents' Night Out" event was successful and should be tried again in the July-August time frame. Zak showed us the new bookstore signage which needs to be installed.

Bookstore report: No report, Carol was unable to attend the meeting.

Newsletter: Ray reported the next issue will be out for Memorial Day and will be the "Salmon Bake" issue.

Facilities Manager report: We need to trim the grass on the West slope; John will ask Carol to arrange. The paint on the new West shed needs to be touched-up; no one volunteered for this task. There is a left-over plank from the shed installation on the south side of the (south) Salmon Bake shed which Eric will arrange to dispose.

Gardens: The weeding event will be June 14th at 9:30; volunteers welcomed.

Long Range Planning: No new action.

MCAC: Eric reported there was a public meeting on May 7 reviewing ULID procedures. The County is nearing closing on the former gas station property for use as a stormwater settlement system. The community will be responsible for any improvements to the landscaping/above-ground improvements.

Plant Sale: Carol gets full credit for the before/after sales which have added significantly to total sales.

Salmon Bake: There is a shortage of salmon this year which will likely result in a significantly higher cost which will reduce net profit. Otherwise, all is proceeding well.

Old Business: Ray is continuing his effort on copyright for "Manchester Memories". The version of the MOU (Memorandum of Understanding) on used books was accepted as modified by Ron Rada and signed. Carol is working on disposition of the Kindle which the FOML purchased for staff training. John has moved the early 2013 endowment funds to the investment companies as agreed at the April meeting. Ron has the Manchester publication moving forward with Arcadia Press and will be collecting historic photos. George reported that he has performed the annual review of the Bylaws and no changes are required.

New Business: We agreed to recognize the staff in July with a \$25 gift card and a small sample of chocolates from Carter's; The Winslows and Weixlers will coordinate. It was agreed to recognize Cassidy Holtzman as our "Special Friend" this month as a memorial to her effort on the Girls' Lego Club; Heidi to provide a write-up and Carol to modify the recognition plaque and Ralph Nelson to submit an article to POI. We discussed who should be the official recipient for FOML emails and it was agreed that it should be the Secretary with one other person authorized to access the email as a back-up. Our "guest", Phil Paquette requested the use of a few chairs and the podium for use at the VFW Memorial Day event in the parking lot; approval was unanimous; Ron to assist with set-up.

Meeting adjourned at 7:57 pm. Next meeting: Wednesday, June 26, 2013, from 7 to 8:15 pm in the Library.

Respectfully submitted,
John Winslow, Treasurer