

Friends of the Manchester Library
Meeting Minutes for January 22, 2014

Attending: C. Campbell, E. Cisney, D Kelly, C Kucius, B. Lounsbury, R. Pardo, J&J Winslow, Ruth Bond, Sue Whitford, Bev Cheney

Actions pending:

Ray: Complete documentation on copyright investigation	Joan/Carol: Discuss plant sale with L. Connelly
Carol: Organize an audit of Endowment Investments	Carol: Contact Kingston about Thrift Books contract
Carol: Work on disposition of wood podium (George/Ray)	Carol/George: Arrange for magazine shelf removal
Thomas: Continue work on web-site upgrade	John: Follow-up with Port on cement pad outside
John/Others: Review mtg room chairs/tables at PO branch	

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

Correspondence: None

Treasurer's report: Our past treasurer (Winslow) gave the report. Summaries of the month of December and the entire year were presented. Total income was \$47,888 and expenses were \$23,823. The Endowment Board met immediately prior to this meeting; they agreed to transfer \$20,000 from the checking account to the Endowment funds and the treasurer will distribute those funds to maintain our allocation targets. The Endowment Board also agreed to arrange for an audit of the investments which Carol Campbell will organize. It was agreed that there would be no distributions taken from the Endowment this year.

Branch Manager's report: Report presented by Deidre Kelly in Zak's absence. See separate report from Zak. The Children's Librarian candidate backed-out in December; a new group of candidates are to be reviewed with selection in the near future. The old magazine shelving is ready for removal as soon as George is able to make the agreed structural changes. Past AARP tax help at the Library was discussed; Carol mentioned that was discontinued at Manchester due to cost of software licensing.

Bookstore report: We still have six hard-working volunteers to shelve the book donations and are averaging about \$500 in monthly sales. There will be a special book sale/silent auction on Saturday February 8th; more volunteers needed.

Newsletter: Ray released the latest copy this past week and plans the next edition on about March 15th; articles appreciated.

Facilities report: No particular issues. Furnace will be serviced during February.

Gardens: No action until the Spring.

Long Range Planning: Ron was out of town, no report.

MCAC: The planning for the stormwater retention park across the street is proceeding.

Old Business: Ray has received verbal approvals for our use of the copyrighted "Manchester Memories" booklets; he will prepare a document to cover that approval and we can then proceed with publication and sale of the old book. Carol still needs to contact Kingston on Thrift Books contract. KRL donated a portable podium, so we can proceed with disposition of the current podium. John will follow-up with Port on plans for a new cement pad outside. Thomas continues to work on the web-site upgrade.

New Business: John reported that the Endowment Board had met immediately prior to this meeting; they agreed to shift \$20,000 from our checking account to the Endowment funds. Also, Carol will schedule an audit of the Endowment funds. Our next Special Book Sale is Saturday Feb 8 from 9AM-3PM. John suggested that we offer jewelry and silent auction items at the sale; all volunteers and donations welcomed! Carol is arranging publicity for the Book Sale. The Plant Sale committee has held their first meeting; Joan and Carol will talk with Lisa Connelly about a donation. Fred Meyer has a new charitable distribution plan and we are taking part; see John for more details. The Kitsap Community Foundation has arranged a "Kitsap Great Give" event on May 6, 2014 in which donors can have their donations matched on the order of 15-55%; John has details on that program as well. Potential donors are encouraged to hold-off on cash donations until that day to take maximum advantage of the matching funds. Carol has a template for "official" FOML business cards in case any officers and event chairs would like to have business cards. John noted that it is time to nominate a new "Special Friend of the Library" and he will be entertaining nominations of deserving volunteers. Sue Whitford mentioned that KRL is looking into a furniture replacement schedule and is currently looking at replacing tables and chairs in meeting rooms; she asked that we look at the chairs and tables at the PO branch which they intend to encourage for other libraries. John & Joan will be hosting a brunch on Saturday February 15 at 10:00AM for all our great volunteers.

Meeting adjourned at 7:45 pm. Next meeting: Wednesday, February 26, 2013, from 7 to 8:15 pm in the Library.

Respectfully submitted,

Joan Winslow, Acting Secretary-this meeting only