

Bandon Library Friends and Foundation Monthly Meeting

February 28, 2017

MINUTES

Present: Merle Logan, Barbara Adams, Steve Adams, Jean Hanna, Tracy Hodson, Cathy Johnston, Horty Joyce, Lorna Logan (via Skype), Megan Maloney, Rosalyn McGarva, Marilyn Noorda, Karen Thomas

BLFF President Merle Logan called the meeting to order at 10:07 am.

Introduction of Guests: none

Minutes -- Last Meeting: Minutes of the meeting of January 24, 2017. Barbara moved to accept the minutes, Karen seconded, and the Board approved.

Treasurer's Report: Barbara said that for January 1, 2017, the beginning balance in the operating funds accounts was \$37,119. \$6,00 was in the Children's Library Fund. Income for the month totaled \$7,334.28, with \$640 from the Neverending Book Sale. There were disbursements of \$3,480.63. Effective January 31, 2017, funds available totaled \$40,972.65, of which \$8,370 was for the children's library fund. The Endowment Fund balance was \$139,651.97. \$22,913.21 was available in the checking account effective February 28, 2017. Tracy asked about the liability insurance. Merle explained that this covers the BLFF and Board Members for any events that the BLFF sponsors. Library Board members are covered under the City of Bandon's policy. Horty moved to approve the report, Marilyn seconded, and the Board approved.

Barbara said that, since the fiscal year ends June 30, she would like to prepare just one annual report, to be given at the July meeting, instead of also preparing a partial report to be made available at the annual Board Meeting in May. The Board agreed to this.

Library Board update: Cathy said that there have been two Library Board meetings since the last BLFF mtg. Both were quiet, but in January the Board discussed, at the City Manager's request, what would Board members' dreams for the library be? One idea was a new community building above the parking lot, as is being built in Gold Beach. Julie Tipton said that her special children's events are so large now that they need a room at least half the size of the Sprague Room, which is usually booked on the days she needs it. Rosalyn said Julie also needs a permanent space for storage. This would allow for more children's programs. The library in general needs more storage, as does the BLFF. The City Manager sees the library building as City property and responsibility. Robert has asked Rosalyn for strategic and business plans.

Rosalyn said that the Mayor has decided that Board and committee members' terms need to expire at the same time, rather than, for example, having one person's term expire in January and another's in June. Their terms will continue to be staggered by year but all will expire June 30. After Board members have been gone from a Board or committee one year, they may reapply.

Cathy said that there is a leak in the children's library. The City is dealing with this.

Library Director's comments:

The roof leak is because of a design flaw in the building but previously no one could find its source. Gregg Butler, who'll be installing the new doors, found it. He and the City will repair this.

The children's door is being built in Klamath Falls. General contractor Gregg Butler will contact Rosalyn after it's finished and has arrived in Bandon.

The entire library is now completely handicapped accessible. There is still a problem with the outer Sprague Room door; the key/locking mechanism does not always work/open. Rosalyn will again mention this to Robert Mawson.

Phone company staff and Jeremy (City of Bandon technology employee) visited the library related to the new phone system. Rosalyn mentioned the panic button to them. The new phone system will provide a headset that staff working at the check-out area can wear and still go out into the library to assist callers.

As part of the Strategic/Business Plan, Rosalyn asked library staff and BLFF Board Members to provide input related to library strengths, weaknesses, and potential threat assessment. The library still makes use of a suggestion box. One of the recent suggestions was to improve library lighting -- better lighting and more efficient bulbs.

A new part-time person, Amy Fraser, starts training today so she'll be able to help out, starting in March/April when several staff are gone. Amy replaces Micky, who has retired.

There are "new" chairs in the library, donated by the North Bend Public Library. They will be cleaned but could use antimacassars. The brown leather chairs in the library need repair. We will search the minutes to determine when these were purchased to see about contacting the company.

Rosalyn asked about when the Bandon Library was established. She and library staff would like to have an "open house" to celebrate and share the library with the community.

Discussion Topics:

"Fish Tales": Merle said that approximately 30 people signed in. Comments were that the presentation did not focus on the topics noted in the flyer, and that it may have been intended to be "conversations" among attendees rather than an informational "presentation." Merle said that it was unfortunate that only two people filled out evaluations to provide feedback.

Children's Room Door/Improvements -- Budget, Plans, Timing: Above. Barb asked about artwork for the door. Tracy suggested doing a proper call to artists, get sketches, choose a design, and decide from that. Tracy also suggested that the doors be primed rather than stained, which Rosalyn wanted. Steve had said primer paint could go over the stain. Rosalyn asked if Tracy could go ahead and send out a call to artists now, rather than waiting until the door arrives. Tracy said we'll need to know specs for the door, how much of the door we want painted. Barbara said that the bid for the door lists it as 42" W by 45" H. Lorna asked what we would be paying the artist to do this project. Tracy said once she knows dimensions, whether it's one or both sides, beyond the door, etc. she can look on line to see what would be a range of costs to do this type of work. The Board decided both sides. Maureen had previously mentioned having some of the artwork extend beyond the door. Tracy will talk with Julie about what she generally wants, and will put out a "call to artists," she will submit to Art by the Sea artists mailing list, her own email list, and Craig's List. The committee will be Tracy, Sabrina, and Lorna. Rosalyn and

Julie will be consulted. Tracy asked about a deadline to make a selection and what she can tell artists about when the work needs to be done. The suggestion was that the deadline be March 31. The cost of the door itself -- materials and labor -- is approximately \$3,400. Tracy confirmed that the Board decided to have the door painted in situ.

Computers -- Children's Room: Rosalyn will be trying for a grant. Cathy pointed out that no one will know what money might be still available until after all the expenses related to the door and painting the mural are finalized.

Kiwanis Meeting: Megan hadn't heard anything back from the Kiwanis president. She thought that the Kiwanis, might prefer to donate a specific item rather than to a fund, even though the fund is specific to the children's library. She drafted a follow-up email. The Board offered suggestions and Megan said she would send out the email.

Piehl Poetry Contest: Weld Champneys and Ava Richey have agreed to again judge the poems; Ed Swenson will act as MC. Cathy, Steve, and Sabrina suggested accepting and celebrating differences as a possible poetry theme. Since Bandon H.S. teacher Ellen Howard retired, Megan suggested contacting the Bandon School District superintendent to get his support for the poetry contest, and to see if the library and the BLFF could be included in any kind of student community project work to bring in younger volunteers. The Board agreed.

Summer Book Sale: Lorna and Cathy said preparation for the sale is in process, but there won't be much to report until June. Lorna will return in early June.

Newsletters: Steve said the next deadline for articles in March 15, which will cover April-May-June events. Cathy asked if Steve could write a children's library door update.

"Conversations with Funders" meeting: Cathy attended a workshop as a library board member but also mentioned her affiliation with the BLFF. She spoke with representatives from Oregon Community Foundation, Travel Oregon, and Coos County Cultural Coalition. They are all interested in providing for the needs of nonprofit organizations; They were especially happy to hear from a library. They said that their grants are easier to write than government grants. Speaking with OCF, Cathy mentioned the AWE computer and the Sprague door as two items where financial help is needed. OCF grants will cover maintenance, many others don't. CCCC is the organization that provided funds for the bench in the never-ending book sale area. We/The BLFF may apply for grants even though we have an endowment fund. Different organizations provide different amounts of grant monies. For example, one program gave grants of \$300-1,000; another, \$1,000-10,000; and still another, \$5,000-50,000. None of the organizations Cathy spoke with provide money for staffing or ongoing expenses. Sabrina said that in her new job, she is learning about grant writing. She will check with her supervisor to see if it's not a conflict to write grants for both the hospital foundation and the library. The Board talked about finding someone local who has grant-writing experience and could help us with this. Merle would work with this person.

Barbara found notes from when the Logan Room windows were replaced and provided cost information to Rosalyn -- they were just under \$1,500, which included installation.

Budget Committee: In trying to put together a budget for next year, Barbara needs from Rosalyn by April 1 a list of her bare-bones needs from the BLFF for Jul 2017-Jun 2018. After Barbara has this information, she would like to have two or three people work with her on what we anticipate income

to be in order to present a budget to the Board. This will probably involve 1-2 short meetings. Karen, Cathy, and Horty offered to help.

Current Business:

Historian: nothing new

Neverending Book Sale: \$640 was earned in January, and \$371 has been earned so far in February.

Movie Night: This month's movie was *Charley's Aunt*, with Jack Benny. Twenty people attended. The March 13 movie will be *Charlotte Gray* with Cate Blanchard.

Book Club: Sabrina said the February book club book was *Stiff* by Mary Roach; Eight people attended, with another great discussion. The group may decide to include more non-fiction books. March's book selection is *My Lady Judge* by Cora Harrison. Several copies of the book are coming in this week and Sabrina will give these to Rosalyn. In April, they will read *The Cold Dish* by Craig Johnson, who will be the April 24 Title Wave author/presenter.

Travel Night: The February travel program was "Climbing Denali" by Chuck Klemer. At least 60 people attended. The March presentation will be made by the Siskiyou Mountain Club on southwest Oregon's Kalmiopsis Wilderness. In April, there will be a presentation on the Falkland Islands.

Horty will still be in touch with the Coos Bay/North Bend Libraries about licensing for travel films. If a film is not copy-righted, it can be shown without a license.

Last month, Gaia mentioned she thought many people in the community weren't aware that Travel Night presenters are needed or what is involved in giving a Travel Night presentation. Megan provided write-ups on Travel Night to Amy Moss Strong, who has included them in recent Coffee Breaks, and Robert Mawson, who added information to his City Manager newsletter that's included with monthly utility bills.

Website: no additional information

Publicity: Megan gave additional information on BLFF programs to City Manager Robert Mawson and Western World Editor Amy Moss Strong and there have been several write-ups about BLFF programs/events printed in the Coffee Break and Western World. Amy is happy to include these "community service" write-ups in the Coffee Break *as room is available*.

The BLFF brochure has been revised. A draft version was passed out at the October 2016 meeting and edited based on input from Board members. Final versions were distributed. She asked that it be made available at the library's reception desk, and given out with the BLFF newsletter to people who receive new library cards. Another suggestion was to delete the Chattaquua Program and possibly include Title Wave.

The BLFF Facebook page now has almost 250 'likes' and a new review: *Love the Bandon library and the Coos County library system. Very well run and a wonderful book selection!*

In Google Sheets (just like Google Docs but spreadsheets), there is a file with all the 2017 BLFF events. Every BLFF Bd member who has a Google email account can access this. Megan asked Board members to make sure she has their Google email addresses.

Art Committee: The current show ends today. There was much enthusiasm for both the Woodturners and the painters. The new show goes up tomorrow. Sculptur husband and photographer wife Ken and Jan Ayres are the artists. Their show called "Bronze" with bronze sculptures in the cases and abstract studies in photography on the walls. Their work will remain on display through April 30. In May, the High school students will have a one-month show. Tracy may need a volunteer to help hang the show. The library art gallery is now booked through Jan 2018. Tracy will put out the call for the mosaic art show.

New Business:

Other: Cathy said that BLFF member Jim Montalbano, who normally helps with book sale set up, offered to pay \$200 to have high school students take book boxes out of the closet for the 2017 summer book sale.

Rosalyn said there will be a Cat Program at the Library this Saturday, 2-4pm, on trapping, spaying/neutering, how to bottle-feed kittens, what to feed cats, general health.

The Bandon CARES dinner will be held on March 7.

Barbara has twice called the Chamber of Commerce with questions about renewing membership.

The next BLFF Board meeting will be held Tuesday, March 28, 2017 at 10:00 am.

The meeting adjourned at 12:15 pm.

Megan Maloney, Secretary