

## **Bandon Library Friends and Foundation Monthly Meeting**

July 25, 2017

### **MINUTES**

BLFF President Merle Logan called the meeting to order at 10:03 am.

**Attendees:** Merle Logan, Rosalyn McGarva, Marilyn Noorda, Melody Rogovoy, Horty Joyce, Karen Thomas, Cathy Johnston, Lorna Logan, Barbara Adams, Steve Adams, Sabrina Johnson, Maureen Haggerty, Megan Maloney

**Introduction of Guests:** Sara Michael, the new Assistant Library Director. Sara's previous experience was in a small, rural library in Arkansas where she worked as a Library Director for eight years. The BLFF Board and people attending the meeting introduced themselves to her. She is excited about the Friends and the Library, and their possibilities together. Cathy asked that Sara summarize her responsibilities; these are to support to the Director and staff to help things flow smoothly; train and relate with volunteers to make sure they are happy and accomplishing their duties; supervise some staff; promote and market the library. Sara's focus is outreach to the community. She thinks there will be more displays, more interactive items for patrons.

**Minutes -- Last Meeting:** June 27, 2017. Horty moved to accept the minutes as corrected, Barbara seconded, and the Board approved.

**Treasurer's Report:** Barbara said that for June, 2017, the beginning balance in the operating account was \$33,781.27. Income for the month was \$359, all from the NE book sale. There were disbursements of \$2,331.80. Effective June 30, 2017, available operating funds totaled \$31,809.19. The Endowment Fund balance was \$140,997.94. 17,208.28 in checking effective this morning. This includes all proceeds from the book sale. Lorna moved to approve the report, Horty seconded, and the Board approved.

The annual report covers dates July 1, 2016 through June 30, 2017. Effective July 1 2016, the operating account balance was \$34,473.07. Income for the year was \$28,539.41, which included \$8,400 from the children's library fundraiser. There were \$31,203.29 in disbursements. Funds available on June 30, 2017 totaled \$31,809.19. Karen moved to approve the annual report, Lorna seconded, and the Board approved. Horty and Megan praised Barb's work throughout the year, especially in keeping the Board on track to not spend over what is brought in. Even with an Endowment Fund of \$140,000, overspending by \$10,000 each year would empty the fund in 14 years.

Barb commented that last month she brought up the topic of the operating fund CD that comes due at the end of the month. She suggests rolling over the \$17,000 CD at Umpqua for 17 months at 1.25%. Horty moved to accept Barb's proposal, Marilyn seconded, and the Board approved.

**Library Board update:** Cathy reported that the Board made an amendment to the use of the Logan Room to allow its users to have water. Food and other beverages are still not allowed. Cathy said that most of what occurs at the Library Board meetings is Rosalyn's report of library activities.

**Library Director's comments:** At a previous meeting, Rosalyn had mentioned cleaning out and storage. Cathy arranged for a donation of a storage/entertainment center, which Sara will be using. Rosalyn also has made arrangements to pick up a 12-foot table which will be placed at the back of the library where people can use their laptops. Rosalyn purchased some small bankers lamps to place on it.

Rosalyn and Joan will be at the Coos County Fair to represent the library. They and other Coos-Curry Library reps will give out approximately 30 boxes of books to kids. They will speak with approximately 1,000 people at the Fair.

There will be a 103 birthday celebration of the Bandon Library in September. July 15 is the actual day.

There will be a new book presentation at North Bend, H.S. Contino's *Shipwrecks of Curry County*. Rosalyn had received an offer from an author of Oregon Military History, who would be travelling from Portland and has asked for some sort of honorarium. She checked with Coos Bay Library to find out what is a typical. It is \$50 for an author who travels from as far away as Portland.

Rosalyn will buy books on eclipses. Rosalyn wrote a grant and received 1,000 eclipse glasses to give out to all library patrons at the August 12 eclipse program and after, free of charge. There was a juggling program in the children's library last Saturday. It was well-attended.

Merle asked Rosalyn to make a list of all the library staff. She said that she will be looking into name tags for staff to wear. Megan suggested using Bandon Mail & Ship, where BLFF gets its nametags.

Rosalyn said that the library system will get a new email system soon. There have been access problems with the existing system. Maureen offered to teach a Cyberlynx class on gmail to Bandon Library staff.

### **Discussion Topics:**

**Endowment Fund:** Merle provided a written summary of the endowment fund, its purpose, management, and policies. Maureen said that this program was officially approved at the 11/26/13 BLFF Board meeting.

Cathy read a thorough question about the staff and public's perception of the endowment fund. Suz said she feels the Friends and the staff are now collaborating about fundraising. She had previously heard from the public that they don't understand why the BLFF is asking for more money when they already have \$140,000 in the endowment fund. She feels there needs to be an adequate answer to give them.

There was a meeting discussion of the purpose of the endowment fund, how it's invested, and that the interest may be taken from the fund and used for the library. Since any changes in use of interest cannot be made until July 1, 2018, this will be an ongoing board meeting discussion.

Maureen has written a draft explanation of the endowment fund that could be placed on the BLFF website and provided to Library staff for patrons. Rosalyn brought up that some library patrons would be interested in providing input at BLFF Board Meetings but cannot attend meetings during the day. Perhaps the Board Meetings could be held prior to another BLFF evening event like Travel Night.

**"Staff Picks" Project:** Cathy referenced a related handout. The committee suggested doing this for one year. There have been two "Staff Picks" fundraiser committee meetings so far, with Cathy, Maureen, Karen, and Suz attending. There is still much planning to be done. Cathy said that at this point, the committee needs permission of the board to move forward with the project. Maureen displayed an example of an online (Razoo) fundraiser. She said that the goal is to have this be handled completely online, which will greatly reduce typical expenses like printing and advertising. Maureen explained

that Razoo receives 6.9%, which includes the credit card company transaction fee, plus \$.30 per transaction.

The Board talked about the having the fundraiser up online for one year. Lorna moved that the group go forward with this Razoo "Staff Picks" Project for 2017. Horty seconded, the Board approved.

**Children's Room Door:** Lorna said that, at this point, children's librarian Julie Tipton chooses to not do anything else about decorating the door. The recommendation was made to add the additional \$1,000 that had been reserved to enhance the door to BLFF's \$3,000 children's library donation already being made for the fiscal year July 1, 2017 thru June 30, 2018. Horty moved to release the funds to augment the children's 2017-2018 budget, Steve seconded, Board approved.

**Summer Book Sale:** Barbara said approximately \$3,000 was raised.

Lorna said that Merle took 11 boxes of books to Coos Bay/North Bend Hospice, Steve took books to Shutter Creek Correctional Facility, the remainder may go to Goodwill or Salvation Army.

Lorna said thank you to all who helped. Megan said thank you to Barb for making the quilt holder and displaying the quilt behind the book sale cashier.

Dates for next year's book sale are July 14-16. Next year's bag day will be \$4/bag.

Maureen said there were 37 new and 42 renewing memberships bought. People also provided 25 new email addresses. There are now 352 people on the email list of members. Eleven new/renewing members said they will help with BLFF programs.

Megan read a draft thank you letter prepared for the Bandon Western World "Letters to the Editor."

**Quilt Raffle:** Eighty-six raffle tickets were sold at the book sale. There were many positive comments about the quilt. Steve Adams has made a quilt display stand with instructions. Barbara mentioned we could possibly arrange to set up a table at McKay's and Ray's markets to sell raffle tickets.

Next Monday, Barbara and Melody will set up a semi-permanent quilt display in the art gallery cases of the library foyer. Library staff will sell raffle tickets.

**Appreciation Luncheon:** This is to be held October 2. Rosalyn will confirm that the Sprague Room is available/reserved for this event.

#### **Current Business:**

**Budget Committee:** Barbara said that the new budget is now in effect. She will make the adjustment, adding \$1,000 add to the children's library budget. She plans to make quarterly reports to the Board.

**Art Committee:** Tracy was unable to attend. She asked to say that the new art gallery show will be up on August 1. The quilt display will be done by Melody and Barb on Monday while she/Tracy hangs the manipulated photographs on the walls. Tracy said congratulations on a great book sale!

**Newsletter:** Steve said there have been no additional returns of the June mailing over the original five returns that were previously reported, which tells him that the mailing list is up to date. Maureen will provide names/addresses of new members.

**Historian:** Rosalyn said she would like some old pictures of the library. Suggestions were to contact Mayor Mary Schamehorn and the Bandon Museum/Historical Society. Rosalyn will buy a membership/pass to the Museum which can be loaned out to library patrons who are considering becoming members. Horty said that the library gave an oral history with transcripts related to the Bandon fire to the Bandon Museum sometime in the 1980s.

**Neverending Book Sale:** Horty reported that over \$300 has been earned so far in July.

**Movie Night:** Horty reported that July's movie was *Love in the Afternoon* with Audrey Hepburn and Gary Cooper. About 15 people attended. August's movie will be *Inherit the Wind*, starring Spencer Tracy and Gene Kelly. Cathy said that next year will be the tenth year of classic film night. There was discussion of limited advertising that can be done with movies. Maureen again suggested working with Google and having a telephone recording with Movie Night information. Cathy suggested sharing BLFF brochures with local motels.

**Book Club:** Karen reported that five people attended the July meeting to discuss *Good Omens* by Terry Pratchett and Neil Gaiman. August's selection will be *The Plague of Doves* by Louise Erdrich. September will be *A Man Called Ove*. Lorna brought up Library2Go. Maureen said that there will be a Cyberlynx computer class on Library2Go this Thursday 2-4 pm. Rosalyn said the Library District will be adding many more e-books to the system. It's the one exception she makes for loaning books to out-of-area readers.

**Travel Night:** Marilyn reported that 36 people attended her July presentation on South Dakota. Deanna McDermott's August presentation will be *London to Paris via the Channel Islands*. September presenter will be Alex Linke, October is June Davies and Route 66, November is Sue Church on New Zealand. Marilyn would like the option to show travel films when there are not presenters available.

**Website:** Maureen said the information is up to date. She continues to update the new website and will be featuring upcoming events on the homepage of the website.

**Publicity:** Megan said that she and Maureen will attend a volunteer fair at Pony Village Mall this Saturday from 1:00 to 4:00 p.m. and will take the quilt to display.

**New Business:** Cathy said that she and Lorna discussed it, that one more tall bookcase is needed for next year's Summer Book Sale. This type of bookcase is available at BiMart, periodically on sale for under \$50. Lorna made a motion that the BLFF pay for this, Cathy seconded, and the Board agreed.

The next meeting of the "Staff Picks" committee will be held Friday, July 28, at 11:00 a.m. in the Logan Room. Everyone is welcome; minutes will be distributed.

The next BLFF Board Meeting will be held Tuesday, August 22, 2017, at 10:00 a.m. instead of August 29. Megan moved to make this change, Barbara seconded, the Board approved.

The meeting adjourned at 12:10 pm.

Megan Maloney, Secretary