

Bandon Library Friends and Foundation Monthly Meeting

September 26, 2017

MINUTES

BLFF President Merle Logan called the meeting to order at 7:05 pm.

Attendees: Merle Logan, Melody Rogovoy, Marilyn Noorda, Horty Joyce, Gaia Riverwood, Cathy Johnston, Suz Kling, Karen Thomas, Barbara Adams, Steve Adams, Maureen Haggerty, Estelle Womack, Lorna Logan, Megan Maloney, Robert Mawson, Pat Carpenter, Rosalyn McGarva, Sabrina Johnson, Susan Gifford

Introduction of Guests: Robert Mawson (City Manager), Susan Gifford (BLFF Member), Pat Carpenter (past President, BLFF), Estelle Womack (BLFF member); all attendees introduced themselves and explained their association with the BLFF.

Minutes -- Last Meeting: August 22, 2017. Horty moved to accept the minutes, Karen seconded, and the Board approved.

Treasurer's Report: Barbara said that for August, 2017, the beginning balance in the operating account was \$34,371.08. Income for the month was \$2,850.25. \$2,244.73 of this was the first deposit of the Staff Picks Project. There were disbursements of \$3,771.25. Effective August 31, 2017, available operating funds totaled \$33,450.08. The Endowment Fund balance was \$141,288.16. \$19,085.08 is in the checking effective this morning. Karen moved to approve the report, Horty seconded, and the Board approved.

Bandon City Manager: Robert said he recently met with some library staff and had an interesting conversation about roles of the City, library district, and BLFF related to library funding. He believes that the City should have an improved role. Robert's background is architecture and planning and, with this background, he stressed the importance of a solid foundation. One handout he brought showed the concepts of "good, better, best." We can have a "good" library with library district funds. When the City and its financial contribution are involved, the library becomes "better." With grants and the BLFF, the library can be its "best." Robert created a visual handout that shows how he sees the roles of the tax district, city, grants, and the BLFF. As far as sustainability, Robert feels City funds/support are a stable source of revenue. The City signs a contract with the library district to have responsibility for the library -- its media, supplies and maintenance. Robert wants to develop an MOA that sets out the ground rules for the City's relationship with the library. He said that counsel will approve this so the policy will continue after he leaves. Coos County has a separate tax base that is set up exclusively for libraries.

Library Board update: Cathy said that "the Board approved the revision of the meeting room policy item #6 under policies governing meeting room to state that in the Sprague Room if food or beverages are served, applicants are responsible for all clean up, including sweeping, mopping the floors, wiping down tables and counters, emptying the garbage, and returning the room to its original condition. Failure to do so may lead to an applicant's inability to use the room in the future."

Library Director's comments: Rosalyn explained that people had been renting the room assuming that a custodian would be coming in afterwards to clean it. Now, when people rent meeting rooms they sign a form that explains their responsibilities for cleaning. Cleaning supplies are now available for their use. If the room is not left clean, it may be that future room rental will not be available to them. She will have applicants initial each listed responsibility.

The 103 birthday celebration of the Bandon Library was held September 16. At least 300 people attended. Old-time Fiddlers provided live music. Tulip the Pig was the most popular attendee.

Banned Books Week is going on at the library. Today was the first voters registration day held at the library. Forms are available at the library; the library then sends completed forms to the county office in Coquille. Maureen said that the BLFF has a robust membership list and we/the BLFF would be glad to send out emails about library activities. Maureen can also send out information to the Bandon Cares email list.

The Volunteer Appreciation Luncheon will be held Monday, October 2, the City Council Meeting will be Tuesday, October 3. Thursday, October 5, the library will be closed because all Coos-Curry library staff will have training at the Barn. Bandon is a central location for this.

There have been serious problems with the library phone and internet services. The library is leaving Frontier and switching to Comspan this Friday.

"Girls Who Code" weekly classes will begin on Thursday, September 28. Classes are paid for by a grant. Classes will continue through the end of the school year. In October, a storyteller will tell scary stories on Saturday, October 21, funded by the BLFF.

Suz asked whether staff computers will be separated out from public computers. Rosalyn said yes.

Rosalyn said she would like the BLFF to continue to pay annual expenses for all magazines (\$1,200), all books on CDs (\$1,200), all large print books (\$600), all children programs (\$1,500) and all children's books (\$3,000). The Library District and City should be able to take care of the balance of library media expenses. Suz also mentioned a \$1,200 budget for Criterion DVDs.

Regarding the new Bandon Library logo contest, only two submissions were received, so the program will reopen now that the computers will be working reliably.

Maureen complimented Rosalyn on the new staff badges, saying they are very customer-friendly.

Discussion Topics:

Appreciation Luncheon: Horty, Barb and Steve ordered food from McKay's Market for Monday. Megan said that 64 people were invited. Horty, Barb, Steve, and Megan will set up Sunday at 4:30 p.m. BLFF Board members assisting with the lunch should arrive at 10:30 a.m. on Monday. Barb said that the cost of four larger salads was approximately half the cost of last year. Melody will make and decorate the sheet cake.

"Staff Picks" Project: Cathy said that Staff Picks is a one-year project that officially launched Sept. 1. So far \$4,287 in donations has been received. The first order of Staff Picks media has been received. There was a Silent Auction held the day of the September 16 library birthday party where \$384 was raised. The Staff Picks flyer, donated by Pat's Printing, will go in the October City of Bandon utility bill. Cathy has received many positive comments on the thank-you notes written by Karen. The next Staff Picks committee meeting will be this Friday. A Staff Picks display will be in the library's foyer cases in February 2018.

Cathy gave out a flyer about the Walgreens Grant program. Suz said that money is donated to a nonprofit organization rather than public library so the BLFF would be the go-between. The Staff Picks committee could become the Fundraising Committee and take on this project, with Suz doing most of the work. Cathy asked whether the BLFF would be willing to provide information on the application,

including the names of Board members, a copy of the audited financial statement, and the BLFF's 503c documentation. The committee will follow up to clarify requirements and write a draft proposal, which would include an amount requested -- Suz suggested \$3,000 to \$5,000 -- and what would be purchased with grant monies -- Suz suggested health-related materials.

Suz shared with the group samples of books ordered under the Staff Picks project. She talked about her positive experience working with Jami Gallagher at Freedom Graphics, who donated the sign for the Staff Picks project. The first book order of over 40 items came in today. Suz mentioned that the library staff are the ones who came up with suggestions for the individual items. This may be a larger-than-usual order in order to fill the Staff Picks project shelves. There will be a separate bookshelf for Staff Picks books, near the New Books bookshelves. Each book will be marked permanently as being a "Staff Pick." There will be monthly lists at the library and on the BLFF website of Staff Picks project media purchased.

Quilt Raffle: The quilt is now on display in the library cases. Barbara thanked library staff for selling tickets at the circulation desk. Quite a few tickets were sold at the library's September 16 birthday party. So far, 281 tickets have been sold for a total of \$240. Horty went to Ray's, McKay's and Umpqua Bank. All have agreed to let the BLFF display the quilt and sell raffle tickets at their sites. Ray's and McKay's would let BLFF volunteers sit inside or outside their stores to sell raffle tickets at prearranged dates/times. Umpqua bank has offered to let the BLFF put up a large quilt raffle poster/display in the bank for a month. The bank would be in charge of selling the tickets and managing the cash during this time. Cathy commented that a 2006 quilt raffle earned \$1001 over one year. Another year-long raffle was held in 2008.

Newsletters: Steve said that the newsletters have been printed and are ready to go out. They will be mailed by this Friday. Steve gave thanks to Barb, Sabrina, and Megan for their help with editing. Megan complimented Steve on doing such a good job preparing each quarterly newsletter.

Current Business:

Budget Committee: Barb had no new information.

Art Committee: Tracy shared by message that she has begun booking artists for the walls and cases for 2019. The cases are now booked through the end of July 2018 as follows: Dec/Jan - Wood carvings by Dan Sawyer; Feb - Staff Picks Project Display; Mar/Apr - Sunny Kudo carved gourds; May - High School Students; Jun/Jul - Mosaic Show. She will take down the quilt display on November 30th. She will coordinate with Barb and Melody and be sure to post announcements on the gallery Facebook page, reminding people that they can buy tickets through Dec 2's Holiday Book Sale. Because of an increased workload and commitments to other galleries, Tracy will not often be able to attend BLFF meetings, unless required by the Board, and cannot be available for other committee projects. She will give updates via Megan, and attend and assist when able. She can always be reached by email or phone. Tracy has given new posters to Karen to distribute. Karen commended Tracy preparing such beautiful, high-quality posters.

Historian: Steve has no new information to report. Steve said thank you to Merle for *The History of the Bandon Library* by Marilyn Sass (starting in 1891) and *The History of the Bandon Library Development Fund*, and thank you to Megan for providing him with monthly event flyers.

Neverending Book Sale: Horty reported that \$435 has been earned so far in September.

Movie Night: Horty reported that September's movie was *The Seahawk* starring Errol Flynn. About 16 people attended. October's movie will be *One Body Too Many* with Bela Lugosi and Jack Haley, a Halloween murder mystery/thriller.

Book Club: Karen reported that 13 people attended the September meeting with *A Little Less Than Kind* by Charlotte Armstrong. October's selection is *A Man Called Ove*. *A Thousand Splendid Suns* will be discussed in November, and for December, the book will be *Astrophysics for People in A Hurry*. Karen said that she appreciates everyone's ideas.

Travel Night: Marilyn reported that in August there were 34 people in attendance for Deanna McDermott's presentation on *London to Paris via the Channel Islands*. In September, Alex Linke spoke about Baja California, Vietnam, and Germany. Forty-four people attended. \$327 were raised by the sale of jewelry that Alex had made and donated to the BLFF. In October, June Davies will give a presentation on *Route 66 to Texas*, November will be Janice Horne and *China*.

Website: Maureen said that the new website has been up since July and is up to date. When the month changes she will make appropriate changes. She hasn't received any comments or suggestions for anyone.

Publicity: Now 288 people "like" the BLFF Facebook page. The BLFF Facebook page "Staff Picks" post has reached 1,412 people, thanks in large part to Maureen's 'boosting' of the post. For this month's events, flyers for the following BLFF programs reached the following # of people: Classic Film Night - 153; Library Readers Book Club - 451; Travel Night - 455; Bandon Library birthday/open house - 348; tonight's Board Meeting - 572.

Megan distributed BLFF brochures to the Bandon Chamber of Commerce/Visitor Center and area motels.

Horty and Megan staffed a booth at the library's birthday celebration/open house on September 16, and Barb and Steve sold quilt raffle tickets.

Megan used BLFF notecards to send information, including newspaper article about the BLFF Summer Book Sale, flyers on the BLFF Quilt Raffle and the "Staff Picks" project, to Bandon Lions, Rotary, and Kiwanis Clubs to let them know what we're doing and that we would welcome their partnership/contributions.

BandonCares will offer a training series to support nonprofits, including fundraising suggestions. They sent out an email questionnaire.

New Business:

Merle asked whether the Board would like to continue having monthly meetings at 7:00 pm to allow working people to attend. The Board committed to the next meeting only, which will be held Tuesday, October 24, at 7:00 pm.

The meeting adjourned at 8:42 pm.

Megan Maloney, Secretary