

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

October 24, 2017

### **MINUTES**

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

**Attendees:** Merle Logan, Rosalyn McGarva, Melody Rogovoy, Marilyn Noorda, Horty Joyce, Cathy Johnston, Suz Kling, Barbara Adams, Steve Adams, Lorna Logan (video conference), Sabrina Johnson, Megan Maloney

**Introduction of Guests:** none

**Minutes -- Last Meeting:** September 26, 2017. Horty moved to accept the minutes, Marilyn seconded, and the Board approved.

**Treasurer's Report:** Barbara said that for September, 2017, the beginning balance in the operating account was \$33,450.08, \$2,244.73 of this was the Staff Picks balance at that point. Income for the month was \$4,845.36, of this was \$2,463.98 for Staff Picks. Additional donations totaled \$1,654. There were disbursements of \$1,501.59. Effective September 30, 2017, available operating funds totaled \$36,793.85. The Endowment Fund balance was \$141,637.13. \$20,729.25 is in the checking effective this morning. Marilyn moved to approve the report, Horty seconded, and the Board approved. The endowment fund CD that matured earlier this month is now a 15-mo 1.25%. The mutual fund is doing well. Its balance at the end of September was \$14,861.

**Library Board update:** Cathy reiterated a change in policy for the use of the Logan Room, as stated in last month's meeting and minutes. Rosalyn will update the meeting room policy form issued to the public to include a check box for alcohol use, along with the City's requirements. Rosalyn commented on the Sept 16 103rd birthday party and how successful it was. The *Girls Who Code* class has begun with three or four enrolled. Cathy also spoke a bit about Staff Picks Projects, including that some people have donated in-kind gifts to sell with proceeds to go to the Staff Picks Project.

**Library Director's comments:** Rosalyn said the staff training, presented by Coos County Mental Health Services, was "Dealing with Angry Library Patrons." There was a video to watch after. Saturday was a story-telling program in the children's library, paid for by the BLFF. Twenty-five people attended. The library's outdoor lights will be replaced with LEDs, paid for by the City of Bandon.

The library will be closed Saturday, November 11, for Veterans Day. Tuesday, November 21, 10-12 there will be an all-city staff training held at Bandon City Hall, and that day the library will open immediately after. The library will be closed for Thanksgiving Thursday/Friday, November 23/24, and re-open Saturday, November 25.

#### **Discussion Topics:**

**Donations/Staff Picks Project:** Merle suggested clarifying where donations will go. Donors should indicate in writing where they wish donations to go -- specifically to the BLFF Staff Picks Project or to the BLFF general fund. Suz said that recently she had sought out Alex Linke about the Staff Picks Project, and he said he would like to make an in-kind donation. He gave a Travel Night presentation, offering his handmade jewelry for sale at the event, and donating the proceeds from the sale of the jewelry to the BLFF/library. After the money was collected, there was some confusion about where the donation was to go.

Steve made a motion that the money from the sale of Alex's jewelry go to the Staff Picks Project. Barbara seconded the motion. These proceeds totaled \$327.

**Quilt Raffle:** Barbara said that, as of today, 361 tickets have been sold for a total of \$309.

**Appreciation Luncheon:** Thirty people attended this year. Barbara reported that the final cost of the lunch came in under budget at \$153.46, as opposed to \$261 last year. Barbara read a note of appreciation from former Library Director Judy Romans. Barbara gave special thanks to Melody for preparing and decorating the beautiful and delicious sheet cake. Thanks also went to Horty for organizing and overseeing the luncheon; to Barb and Steve for helping Horty order food, doing the set up, prep, and clean up, and for sharing the beautiful flowers as centerpieces. Thanks, too, to Megan for preparing and sending out invitations and to Merle and Lorna for providing all the paper goods.

**Summer Book Sale:** Barbara provided the amount of the final net income, \$3,039.20, from this year's book sale. Last year's total was \$2,431.97.

### **Current Business:**

**Budget Committee:** Barbara provided copies of the first quarter actuals against the full-year budget, and went over expenses with the Board. Barbara's plan is to report quarterly so the next report will be at the January meeting.

**Newsletters:** Steve said that statistics for the last newsletter include that 340 copies were printed at a cost of \$90.42, which reflects a 10% unsolicited discount, 321 copies were mailed, 8 copies were sent to other libraries via interoffice mail, the cost of postage was \$54.30, 11 newsletters were returned at a cost of \$10.49 for a total cost of approximately \$150 for this newsletter.

The next newsletter will be mailed out before the end of December. Monday, December 4, is the deadline for articles. This is earlier than usual so Steve can have it completed and printed by December 11.

**Art Committee:** There is no new information.

**Historian:** Steve took photos at the volunteer luncheon to go in the historian folder. The History of the Library document created by Marilyn Sass and provided by Merle was sent to Maureen, who turned it into a digital document so it can be shared electronically and be put on the BLFF website.

**Neverending Book Sale:** Horty reported that \$539 was earned in September, and \$328 has been earned so far this month.

**Movie Night:** Horty reported that 18 people attended this month's movie, *One Body Too Many* with Bela Lugosi and Jack Haley, a Halloween murder mystery/thriller. November's movie will be *Run Silent, Run Deep*, with Clark Gable and Burt Lancaster, and *Driving Miss Dairy* will be shown in December. Cathy said that she and Horty are working on the list of movies to be shown in 2018.

**Book Club:** Sabrina reported that seven people attended this month's book club meeting where *A Man Called Ove* was discussed. *A Thousand Splendid Suns* will be discussed in November, and December's book will be *Astrophysics for People in A Hurry*. Also in December, the group will pick books for the next quarter. The book club would like to partner with the Staff Picks Project. One book selected for 2018 will be from the Staff Picks Project to get more people involved in book club.

**Travel Night:** Marilyn reported that this month there were 25 people in attendance for June Davies' presentation on *Route 66 to Texas*. In November, Janice Horne will talk about her trip to *China*. There will be no program in December.

**Website:** Maureen appreciates it when people let her know of any necessary edits or anything that needs to be added to the website. Cathy said that Maureen has made a list of the Staff Picks Project books by month and posted it on the website. Rosalyn interjected that Staff Picks books have been exceptionally popular.

**Publicity:** Megan told the group that 294 people now "like" the BLFF Facebook page. For this month's events, flyers posted on Facebook reached the following numbers of people: Classic Film Night - 800; Library Readers Book Club - 551; Travel Night - 162; tonight's Board Meeting - 484. Amy Moss-Strong continues to include publicity about our events in the Coffee Break and *Western World* newspaper. We also share information with *The World* newspaper, bandon.tv, our Facebook page, the Bandon, OR Facebook page, the BLFF website, the Chamber of Commerce, and the City of Bandon.

### **New Business:**

A staff member told Merle that a Chris Lee would like to speak with someone about booking an event on poetry/music. Merle asked if anyone would like to contact him.

A cash donation may have been misplaced during the library birthday party celebration. Barbara has purchased another cash box and asked staff to place anything they think might have cash -- envelopes, etc. -- in this cash box, rather than in the BLFF basket behind the circulation desk.

Megan asked for clarification related to a request Rosalyn made at last month's Board Meeting, where she/Rosalyn asked that the BLFF continue to fund magazine subscriptions, large print books, children's media and programs, and possibly Criterion DVDs. Rosalyn said this would be for the 2018-19 budget. Megan said that City Manager Robert Mawson told the Board, also at last month's meeting, that the City would be taking greater responsibility for library expenses. Rosalyn said that this would begin with the 2017-18 budget. Megan asked if this meant the BLFF's now existing 2017-18 budget might need to be revised. Rosalyn and Barbara said that we should wait and see what other library-related expenses -- a new heat pump and new lights were mentioned -- would come up this year before making that determination.

Melody asked about setting up days and times with Rays, McKays, and Umpqua Bank to display the quilt and sell raffle tickets. Horty and Barbara will discuss this further and make those arrangements.

The next meeting will be held Tuesday, November 28, at 10:00 a.m. We will decide at this meeting whether to continue with morning or evening meetings for 2018.

The meeting adjourned at 8:15 pm.

Megan Maloney, Secretary