

Bandon Library Friends and Foundation
Meeting Minutes
October 27th, 2020

Attendees: Megan Maloney (President), Cathy Larcom-Johnson (Vice-President), Jennifer Croft (Library Director), Tracy Hodson, (Treasurer), Linda Hill (Secretary), Horty Joyce, Gaia Riverwood, Lorna Logan

Absent: Sabrina Johnson, Karen Thomas, Marilyn Noorda

The meeting was called to order at 3:10 p.m.

Previous Board Meeting Minutes (Megan)

- A MOTION was made by Lorna to approve the Board Meeting Minutes from July 28th, 2020. The motion was SECONDED by Horty. Minutes were unanimously APPROVED by the Board.

Treasurer's Report (Tracy)

Tracy had made quarterly reports for the meeting: Profit and Loss, Income and Expense (July through September) and a Balance Sheet as of September 30th. These reports are made a part of these minutes. Various amounts were left over from the last fiscal year. Jen has continued purchasing for the collection development project, but these funds are outside the norm. Tracy asked what we should do with the mailing fund monies that are left over since that need tailed off. Horty suggested letting it stay there in case it is needed. The fund has been averaging expenditures of \$30 a month.

The CD status was discussed. When the Umpqua 0605 CD came due on July 4th, Tracy took out \$15,000 plus interest. The rate of interest was the best rate available, so Tracy kept the remaining principal in the same CD. All the interest noted was for the entire year. The Project Expense item of \$10.48 is possibly a reconciliation item, and Tracy will try to find it.

Library Director's Comments (Jennifer)

Jennifer has finished a report to present to the next City Council. She will be announcing that the library will open Nov 14th on Saturdays from 12 to 4 p.m. and Wednesdays from 2 to 6 p.m. to begin with, while curbside service will continue on Tuesdays, Thursdays and Fridays. The library will be open only for browsing and checking out items. It will not be safe to sit down for extended periods at this time. Jennifer said that she will be seated by the exterior door to make sure people are wearing appropriate face coverings and sanitizing their hands. Staff will quarantine for 24 hours any books that clients have touched. Jennifer is determining the number of people who can safely be in the building at any one time by doing a square-foot calculation. Staff will also be taking library card numbers (on a voluntary basis) from patrons to help with contact tracing if necessary. She is separating days for browsing in order to allow the air to clear, and to coordinate with courier deliveries to make the process less stressful for staff. The bottom line is that although there will be many rules in place, it is still an exciting development for all the patrons who have expressed that they miss having access to the physical library.

Jennifer said that she has signed on to Civics for Adults, a program that talks about the process of elections and how government works.

Jennifer informed the board that she has received a Cares grant. She will purchase video conference equipment. This will include an OWL camera, which can automatically focus on the person speaking. This should be helpful in the future, considering how many meetings and gatherings are likely to be virtual for the next couple of years. She is thinking that the book club program will be able to use it also. Additionally, she has purchased ten tablets with data connections to circulate like library books for people who don't have access to the internet. The grant covers it for a year. The connection will be cellular.

There was a discussion of how to make all this information known to the public. Horty suggested contacting the folks who run the BandonTV.net site. There was also a discussion about contacting Bandon Buzz.

Jennifer noted that the Library Board meeting has been postponed until November 12th.

Staff Picks. This was a project started by Suz. The project is out of funds currently except for some cash. Jennifer would like the Friends website to reflect what the staff and the Friends are actually doing in this area. Tracy suggested that Jen contact Maureen, our webmaster, to update that page. Cathy suggested that staff picks expenditures should be picked up by the library because it is a staff project. Megan commented that if money comes to the Friends it would fall under non-profit status, but if the library picked up the expense the City would have to account for it. Discussion determined that it will be better to leave it as is. Jennifer also noted that the payment link for staff picks was not working correctly and was referred to Maureen.

Itty Bitty Booksale (Cathy)

The three sales that have been held outside during the summer have netted over \$1,200. The Sprague room is still out of commission. Cathy said that if sales cannot be held in the Sprague, sales could still be held in July, August and September. Jennifer said that fewer books are being held in the Sprague room now because of shorter quarantine hours. The Never Ending sale can continue, though, with the opening of library.

Horty asked about donations of books. Cathy pointed out that she doesn't foresee having normal sales for the next two years, and there is no room currently available to store more books.

Lifetime Members Club (Cathy)

Cathy said that the Club has in the recent past bought new plant pots, banners, barrel chairs, and supported two lectures with Brenda Brainard. Although all are luxury items we can live without, Lifetime Members typically want to provide something that the library director would really like but which might not be currently in the budget. This is what membership is about. This year communication (donations/voting) has been done by email and letter, but not everyone is on email. We have \$1,300 so far in donations, and with last year's money rolled over into this year's project, there is now \$1,708 available. Cathy feels that this will cover the two most popular projects among members. She added that it is not mandatory to contribute to any project in any given year. Cathy will set down such things as the purpose and other rules. Feedback suggested that it is a good sign that members are still supporting the project.

A remark was made regarding the current project of the display tables, that the tables are so simple they could be made locally. Also, it was questioned whether it was the right project? Cathy reminded the Board that it is the Lifetime Members' choice to make. Megan thought that it is really a good idea for the lifetime members to make the choice and an excellent opportunity for people to help the library by simply writing a check if they so wish.

Newsletter (Megan)

Megan said how much we appreciate Eunice putting this out. We need to be thinking about contributions for the next letter.

Bequest (Megan/Tracy)

Megan gave an update on the Marjorie Wilson home and items bequeathed to friends. The home had to be sold, an estate sale held and bills paid. The executor of trust had hired attorneys to help in the process. The home sold July 15th. In mid-August Megan asked when the estate finances would be finalized and when Friends might receive the funds. The estimate was that it would be wrapped up within 60 days. It is now past that point, and Megan has not received any further information. She will continue to follow up on this.

Next Meeting Date (Megan)

A suggestion was made to have the next meeting at the end of January. Cathy wondered whether we are required to have monthly meetings. It was decided that the next meeting will be held on Tuesday January 26, 3:00 p.m. in the Barn.

Other Business

Tracy has the Dolly Parton's Imagination Library information.

Tracy reported that artists definitely want a library show, even with restrictions. Tracy suggested giving the open library a month and then hang a show if everything goes well. She suggested leaving the show hung for as long as the artist wants it to be there. The current schedule has Ava Richey inside the library and Susan Lehman next. Cathy suggested a sign asking not to touch the art. Tracy suggested signs urging social distancing.

Meeting adjourned at 4:30 p.m.

Minutes taken by Linda Hill