

**Bandon Library Friends and Foundation  
Meeting Minutes  
January 26, 2021**

**Attendees:** Megan Maloney (President), Horty Joyce, Jeffrey Miller (guest), Marilyn Noorda, Karen Thomas, Jennifer Croft, Cathy Larcom Johnston (Vice President), Lorna Logan, Linda Hill (Secretary), Maureen Haggerty (via Zoom), Gaia Riverwood (via Zoom)

**Absent:** Sabrina Johnson, Tracy Hodson

The meeting was called to order at 3:03 p.m. Introductions to new member Jeffrey Miller were made.

**Previous Board Meeting Minutes (Megan)**

A MOTION was made by Horty Joyce to approve the Board Minutes as amended. The motion was SECONDED by Marilyn Noorda. The minutes were unanimously accepted with four changes.

**Treasurer's Report (Megan).**

The October, November and December financial reports were presented by Megan in Tracy's absence and are made a part of these minutes. Tracy had put a cash deposit of \$102 made to the General Fund into the Staff Picks project. We received \$5K from Sprague at end of 2020 and \$1,000 from the Bushman family. A CD on deposit with Edward Jones became due on January 11. This CD was to remain open until after this Board Meeting, pending a decision on what action to take on it.

A MOTION was made by Karen to accept the Treasurer's report and was SECONDED by Lorna. Carried UNANIMOUSLY. Megan suggested that if we continue with quarterly meetings during the pandemic, future reports be done quarterly rather than month by month. This was unanimously agreed to.

The final bequest from the Margery Wilson estate after all expenses had been paid and probate closed is \$88,000. We received a check for this amount in December of 2020.

Cathy had suggested that \$16,000 of this money be used to pay back the Foundation account for monies withdrawn to fund the library. She suggested the Edward Jones CD be rolled over and that the \$16,000 be added to it. Maureen reminded the Board that Foundation policy states that a certain amount of CD funds need to be FDIC insured, although she was unsure of the exact percentage. She thought perhaps rolling over the CD and adding the \$16,000 might exceed this FDIC limit. Megan noted that we currently have \$50K in the Operating Fund. She suggested rolling over the Edward Jones CD and creating a new CD for the \$16,000 that is going back to the foundation while making certain that this will keep the funds within the percentage of FDIC-insured amounts required.

**Margery Wilson Bequest**

Megan and Cathy had asked Jen for her suggestions for a possible major project that would not be manageable from the regular library budget. Jen's proposal had been forwarded to all Board members, and Megan asked Jennifer to go over this proposal and paperwork for clarification.

Jennifer said she had given a great deal of thought to this and consulted with other staff. With the loss of three staff members due to the library budget shortfall last year, Jen believes that any funding from

the bequest could best be used to further automate routine processes. She had also discovered a need to update computers. She came up with the proposed RFID automated system plus needed new computers to supplement the current system of check-in and check-out. Coos Bay already has this system installed and reports that it works well. RFID has tags to sense barcodes, making it easier for patrons to check out items themselves. Although not vital, this would save a lot of time and error. For months, the library staff has been conducting an inventory, a procedure that has not been done since before the new library opened in 2004. With the new system, this could be done quickly, accurately, and on an ongoing basis.

Included in the price quote of \$48,586.54 is a mobile unit to automatically put books into the system. As an inventory should be done on a regular basis, this would be beneficial not only in the current inventory being carried out but also going forward. Megan asked whether the system would need to be upgraded in the future. Jen answered that this RFID is standardized and is similar to a bar-code-scanning system. Once set up, little else would be needed. Horthy asked why, if this is so useful, it is not already installed district-wide? Jen said that libraries are typically responsible for their own costs in this regard. She clarified that If Bandon gets materials from other libraries that do not have RFID, we will still have to use bar codes.

Karen presented a concern: Using Margery's estate funds for the RFID might not be addressing the parts of the library functions Margery had loved, namely the actual books, or projects that could reflect the more personal side of her life and interests. Would there, Karen asked, be more items on display that would commemorate her memory? She also wondered whether this system would free up time for the staff to do more outreach to the community in the form of programs such as Julie and Sara had done when they were employed. Karen's overall concern is that the RFID system would be impersonal.

Megan commented that if the system is approved, we would all like to do something more personal in addition. We don't necessarily have to decide this right now, she emphasized. Tracy had asked the executor of the estate about Margery's likes and found that she loved library books and native American art, but she had not stipulated that her bequest go towards anything in particular. Megan doesn't want the Board to think this system would be the only thing to commemorate her. It will be equally important for us to come up with personal items in honor of her gift. It was put forward that perhaps some of the money could be used to commission a Native American basket that could be displayed permanently. Jennifer offered that as RFID readers are impersonal, inanimate objects, she had thought of the possibility of commissioning an artist to "jazz" them up, transform and integrate them into part of a personal tribute to Margery.

Jeffrey said that he had been involved in the past in a non-profit outreach to establish a children's programs. He wondered whether perhaps portion of funds could be used as seed money for a similar project in Margery's name.

Cathy recalled that a previous estate bequest/donation made the Endowment Fund strong. That donation had been specific. That wasn't the case with the Wilson bequest. Cathy said that foundations in general simply take care of things they are supporting. She also noted that Jennifer has been working hard to bring the library up to date. However, the library budget would never be able to afford this type of system.

Cathy asked whether the library will be able to handle future system costs. Jennifer said she has no concerns about the maintenance of the system. There is a cost of supplying RFID tags for new items as the library collection grows, and obviously the hardware will wear out eventually. The main costs are for the integration of the system. Cathy asked whether, if friends give the one-time donation, the library can take on the ongoing expenses. Jen affirmed that it can.

Karen returned to the concern about outreach. Jen responded that in the future the library will not be able to afford the kind of outreach that we had previously. She thinks that staff may be able to help a little with outreach but that she/Jen is currently the only staff member at the level permitted to do this. She reported that she is doing what she can along those lines; for example, she is looking into a Tumblebooks subscription to share with the Bandon School District. She also experimented with a virtual program online, but the local community response was minimal. Karen thinks that there are volunteers who will be willing to take on more of our outreach projects that utilize the Sprague Room once we emerge from the pandemic.

Megan suggested possibly organizing a committee from the BLFF to work with Jen on developing outreach. Jen said she would be pleased if that could happen post-pandemic, but with COVID in existence it is hard to plan anything right now. She said that she believes libraries function best when they are totally integrated with the community. Marilyn said everyone involved with the library wants it to be the best ever and that typically community response is great in normal times. When the library is back to normal, she added, then we can organize along these lines. Horthy said that she believes this RFID system will certainly be beneficial when the library does reopen, and it would help enormously if it can be put into place now. Horthy knows that Margery did love the library and she (Horthy) thinks that anything that would enhance the library would have been what Margery would have wanted.

Lorna made a MOTION TO purchase the RFID system and the needed computers. Linda SECONDED. The motion passed unanimously.

#### **Library Director's Comments (Jennifer)**

Addressing concerns raised by Karen, Jen said that she thinks the physical feel of books is important to readers but a library is more than simply that: We need to be adaptable to other formats and unafraid of those things.

#### **Newsletter (Megan)**

Eunice has volunteered to do another newsletter and will need articles by February 5. Suggestions included asking people to renew memberships, an article about Margery, and an article encouraging people to make their own bequest. Jen said she will do a piece about using Cares money and purchasing online magazine and newspaper subscriptions. Megan suggested looking at previous newsletters for ideas.

#### **Itty Bitty Book Sale (Cathy/Lorna)**

Cathy stated that obviously the summer book sale won't be what it was, but that the Itty Bitty sales can continue through the summer months, to be spearheaded by Lorna and Linda.

#### **Lifetime Members Club (Cathy)**

The display tables cost \$2,175, and everything has been delivered. This leaves \$236. Cathy's advice is for this money to remain in the account. Cathy asked Jen to use the \$486 set aside last year to purchase

audio books. This year, Cathy suggests that with the pandemic in effect, Jen should submit just one item to the Lifetime Members Club and that the “ask” be handled through snail mail and email. She noted that this year the program did work in spite of the COVID situation. She is hoping it will continue after her vice presidency ends.

This prompted a discussion about whether the official responsibility of VP should include the Lifetime Members Club. Megan added that she believes Lifetime Members really like being asked to help in this way—to simply write a check.

#### **Never-Ending Book Sale (Cathy/Horty)**

As the Library was only open to patrons one day this fall, the Never-Ending Book Sale was essentially a non-starter. One book sold from the website for \$20, and \$10 was received from a book sold a while ago. This was in January. Jen said that regarding the possible timeline for reopening the library, Coos County is still in the “extreme risk” category. She is monitoring the situation, and her hope is that once the community goes back into high risk and daily count is consistently be good (fewer than 129 active cases countywide), then we can talk about reopening.

#### **Next Meeting Date**

Megan suggested April 27<sup>th</sup>. She reported that the annual meeting could be held in April or May. It was agreed that the annual meeting followed by the quarterly meeting be held on April 27<sup>th</sup> at 3 p.m. Then the Board can decide whether future meetings can be held via Zoom or in person.

The meeting was adjourned at 4:45 p.m.

Minutes taken by Linda Hill, Secretary