

Bandon Library Friends and Foundation
Meeting Minutes
January 25, 2022

Attendees: Megan Maloney (President), Cathy Larcom-Johnston (Vice-President), Linda Hill (Secretary), Tracy Hodson (Treasurer), Lorna Logan, Karen Thomas, Christine Kingsbury (Library Director), Horty Joyce.

Absent: Sabrina Johnson, Maureen Haggerty, Gaia Riverwood Brown

Megan introduced Christine Kingsbury, the new Library Director.

Previous Minutes: (Megan)

Karen MOVED that the minutes of the October 26, 2021, meeting be accepted as written. Horty SECONDED, and the motion passed unanimously.

Treasurer's Report: (Tracy)

Tracy presented the following reports: Income and Expense Report—October through December 2021, Income and Expense Report—July through December 2021, and the Balance Sheet as of December 31, 2021. She noted that she had sent copies of the same to Christine. The Never-Ending donations were good considering the short time the library has been open. Tracy requested clarification about the \$15,000 borrowed from the Endowment Fund and the additional \$5,000 that was transferred to the fund. The \$5,000 was from the remainder of the Wilson bequest, following the purchase of RFID equipment and computers, and the Board had voted to transfer this amount to the fund. The \$15,000 had been borrowed in July 2020 from the Endowment Fund to ensure that there were sufficient funds to pay the annual library donation. Tracy said that she will arrange to pay this money back and will also pay the city the interest that was due from the fund so that they can deposit it into the appropriate library funding account. Cathy stressed that it is important for Christine to know how the Endowment Fund money is spent, so that she can accurately communicate this to the public if asked. Cathy said that in her experience this is sometimes confusing for the public. She clarified that historically, once the Endowment Fund reached \$100,000, any interest accruing would be paid to the library. Tracy said that she feels we should keep rolling over CDs until interest rates get better. She noted that we are still “in the black” for the year. Though balances are down, during the last quarter income has exceeded expenditures. She noted that one of the large recent donations was for children’s books.

Linda MOVED that the financial reports be accepted as presented, and Karen SECONDED the motion. The motion passed unanimously.

Annual Library Donation: (Megan)

Megan noted that donations have been down this last year due to the pandemic; library patrons couldn’t access the Never-Ending sale for the most part, and there have been no large-scale book sales. Itty Bitty sales have done well, but due to their limited nature they have not been able to bring in as much as the large-scale sales. The Wilson bequest enabled us to purchase the RFID equipment and computers. We also voted to donate more to the library than we had received during the year. Keeping in mind that it isn’t sustainable to donate more than we receive, it is likely that for the 2022-23 year we may have to look at including other types of donations in the amount we donate annually. For example, for 2021-22, the BLFF donated \$18,000 to the Bandon Library. Additionally, the Lifetime Members Club

donated over \$3,000, and money also was donated through the Staff Picks Project. It may also be necessary to reduce the total amount that we donate annually. Tracy asked about opening a new CD with the \$15k discussed above. The Board agreed that this \$15,000 being repaid to the Endowment Fund should go into a new CD.

Library Director's Comments: (Christine)

The RFID machines are almost ready to use. Christine thinks this is a truly great addition. The staff has started tagging items with the new RFID stickers. Christine believes that by the end of next month everything will be tagged. There will be panels on the interior of the doors to record books leaving without being checked out. She would like clarification about what information to give people who want to know where the equipment came from, and it was suggested that she inform folks that this equipment and the new computers were a donation from the BLFF, made possible by a bequest from Marjorie Wilson.

Christine reported that the library closed for two weeks because of the latest COVID spike. She is keeping the library closed for one more week but is hoping to open five days a week starting February 1st. This is all tentative, depending on the COVID situation.

She has a several ideas for projects. *Storywalk* is a series of permanent stands placed in the park, which can be used to display a variety of exhibits. It might take the form of a picture book, where different pages are laminated and placed in the stands. The stands could be used for a variety of things: history, games, scavenger hunts. She is also considering passive programs such as crafts or science kits, where activities don't have to be done near other individuals. She would also like to reinstitute the Young Adult (YA) area, which the previous director had eliminated. Tracy wondered whether donations given for children's books include YA. Cathy said that YA is included in the Adult category and added that when the Lifetime Members Club has money left over, it often donates money for YA and Adult purchases. Christine said that reinventing YA might not cost too much; it might mean purchasing more shelves and some simple seating. She envisions locating the space where westerns currently are, near the pickup window. Café tables and chairs (currently in storage) could also be used there. Tracy asked if perhaps donors could be asked when they donate whether they would consider YA. Cathy said when Staff Picks was active, a portion of the picks were typically for YA.

Cathy wondered if the City Manager has any control over the library's open hours. Karen responded that she did not believe so, and Christine concurred. Megan noted that hours were reduced when we lost library staff. There followed a discussion regarding the use of volunteers.

Megan noted that the BLFF newsletter usually contains an article by the director. She suggested that if Christine does want to have volunteers for the library again, the newsletter could be a useful tool to recruit them.

Library Board: (Karen)

Karen reported on the Library Board meeting held at City Hall on January 12th. She said that Christine prioritized things well at that meeting. Karen reported that the Kachina dolls donation (discussed at an earlier BLFF Board meeting) was mentioned. This donation had been transferred from the BLFF to the library. Karen said that some of the Library Board members suggested displaying the dolls with a written caveat that explains that they are not authentic. Karen feels that there should be further discussion among library staff and the Library Board. Christine will look into the cost and viability of displaying the dolls. Sheri Wright was voted in as Chair. Christine said that she is eager to work with the board. Dan

Chandler, the City Manager, said that he sees no cuts to the library in the foreseeable future. The board will reinstitute monthly meetings.

Lifetime Members Club: (Cathy)

There is a total of \$3,100 raised for the 2021-2022 period. Cathy has been discussing with Christine the function of the club and would like Christine to present her proposed project(s), so that Cathy can report back to the members how the money will be spent. (This year, because of the pandemic, the staff was unable to decide on a worthwhile project.)

Book Sales: Never-Ending: (Cathy/Horty)

Cathy reported that the total for October through December was \$687. Horty reported a total for January to date of \$97. If the library does open at the beginning of February, the sale should become more lucrative.

Book Sales: Itty Bitty: (Cathy)

Cathy's plan is to have sales this year in May, July and September. If we have good weather, the sales will be held outside, as in the past. She is still not comfortable with the idea of doing a larger sale. It might be a good idea to advertise the Never-Ending sale more. She would like to eventually have a big sale with 100 boxes of books. There are at least this many boxes that are good enough to sell at reduced prices, with lots of older paperbacks. She would also like to transfer miscellaneous sale-associated items from the janitor's room to one of the large closets.

Strategic Plan: (Megan)

Cathy, Linda, Karen and Megan have met four times to go through and edit the 2015 version to bring it up to date. The committee took a break in November and December but will start meeting again to finish up the process and bring the plan to the board for review. Megan has talked to Christine about this. The same 2015 survey that was designed to show how people are using the library will go out. Christine will then have a better idea where peoples' interests lie. Megan is hoping that the Strategic Planning Committee will have the revised plan ready to bring to the board at the April quarterly meeting. She also asked whether board meetings should continue to be held quarterly, with smaller groups meeting additionally if necessary. She believes this is currently working well. It was agreed that we keep to this schedule.

Movie Event: (Horty/Cathy)

Cathy and Horty reported on the possibility of the Friends donating to Jeff Norris's program of showing movies at the Sprague Theater. The Friends movie would be free to attend, with Jeff having a concession stand at the event. Jeff pays \$175 to the licensing company for each movie shown, so the Friends would pay this fee plus a \$75 cleanup fee and the cost for purchase of a Blu-ray film. The idea is to have a long movie with an intermission. Saturday June 18th is the tentative date. A Father's Day-appropriate movie might be a good idea. Megan had asked the board via email for suggestions- The theater is set up for Blu-ray and surround sound. If this event is a success, we could think about having the BLFF sponsor two movies a year. It was agreed to show *The Natural* as the first film. Tracy volunteered to introduce the film with some background.

Book Club: (Karen)

People are anxious to return to a book club, with some changes.

Travel Night: (Megan)

Travel Night is still on hiatus, due to the pandemic and the lack of a Travel Night Coordinator.

Historian: (Megan)

The materials necessary for updating our history files have arrived, and Sabrina is ready to start this project if she can be allowed to use the Logan Room. Christine sees no problem with this.

Newsletter/Publicity: (Megan)

Dennis Hitchcock hoped that his donation of \$1,000 in matching funds could be used for new membership, but he has agreed that all 2022 donations can qualify for matching funds. Bookmarks are a possibility for promotion of membership. She discussed the new Friends Membership Form and asked the board to look this over and make suggestions. It was mentioned that it would be good to have the form at the library's front desk when people come in to renew their library cards. Articles are needed for the newsletter again, and board members were encouraged to contribute and send their articles to Eunice by March 1st.

Other:

Tracy had brought framed posters for past art shows in the gallery. She suggested putting them up in the Sprague Room, and this was met with unanimous approval. Tracy also mentioned that she has received donations of art that she would like to sell or show in the library. The single show for mosaic artist Vera Melnyk is up now. At the end of January Patricia Soltys will be back. Tracy is also planning to place artwork by Charles Tatum, an African-American sculptor and previous resident of the area, in the cases in the library foyer.

Next meeting Date:

The next meeting was set for Tuesday, April 26, 2022, at 2:00 p.m. in the Sprague Room.

The meeting was adjourned at 5:05 p.m.

Minutes taken by Linda Hill, Secretary.