

Bandon Library Friends and Foundation  
Meeting Minutes  
October 25, 2022

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

Unable to attend: Sabrina Johnson

Meeting called at 2:05 p.m.

**Previous Minutes: (Megan)**

Horty Joyce MOVED that minutes of the July 26, 2022 quarterly meeting be accepted as written. Lorna Logan SECONDED, and the MOTION PASSED unanimously.

**Board Vacancy: (Megan)**

The Board previously discussed the possibility of DENNIS HITCHCOCK joining the BLFF Board. Horty NOMINATED Dennis for the vacant BLFF Board seat. Lorna SECONDED this motion. This MOTION PASSED unanimously, enthusiastically.

**Matching Funds Status (Megan for Sabrina)**

Sabrina has continued to update the BLFF Matching Membership Funds poster she created. Dennis Hitchcock, who has pledged the matching funds, has stated that even if new and renewing membership totals reach less than \$1,000, he will donate the full amount.

**Treasurer Reports: 1st Quarter 2022-23 (Megan for Tracy)**

The Treasurers Report for our first quarter were distributed prior to this meeting. \$100,000 from the endowment fund was recently transferred from an Umpqua Bank account to a 3-yr CD at Edward Jones, along with the balance of the Endowment Fund which had been held temporarily in the Umpqua Bank operating fund. Moving forward, all funds at Umpqua are BLFF operating funds and all funds at Edward Jones are endowment funds. However, we will wait to vote on this treasurers report until our next meeting. By that time, the \$100,000 transfer will show as having been added to the report.

### **Library Director's Comments (Christine Kingsbury)**

Megan reminded the Board that we had decided to earmark the remaining \$20,000 of the Marjorie Wilson endowment for programming. Cathy clarified that these funds may be used for Bandon Library programs and BLFF programs. Since we don't yet have a policy on the use of these funds, we asked Christine to come to the Board to talk about the spring 2023 concert she is interested in. This guitar duo will be performing in Port Orford also. The cost for the concert is \$800 plus one-night's lodging, so at least \$1,000. Christine played a three-minute video of the performers so the Board could get an idea of what they offer. She told the Board that she would like to have up to three free to families concerts annually, perhaps summer, fall, and spring, as there are programs of interest available to present to the community. Lorna MOVED that the BLFF contributed \$1,000 toward the guitar program to be held in April 2023, with the library paying any additional costs. Karen SECONDED, and the MOTION PASSED unanimously.

Christine told the Board that a \$4,000 grant was received for computer classes to be held once a month for six months. Maureen Haggerty with Cyberlynx will also be offering computer classes. The grant to pave the Story Walk path in City Park didn't come through but Bandon Public Works will be putting up the posts and the displays. There is no known date of completion of this work. Maureen Haggerty also has been working on updating the library's meeting rooms' technology with new TVs, cameras, microphones, etc. She's now developing instructions for their use for staff and patrons using the rooms. The teen area is completed, with new seating, shelving, and media. Update on the self check-out system: all media available for check-out has been tagged. Everything also has been activated except for about 30% of music CDs and audio books. Washed Ashore is doing monthly children's story times, there has been a four-week Minecraft program for kids, there were about 75 attendees at the recent Author Talk, there will be a Medicare 101 talk in November and a Christmas ornament-making class in December. Chris Ysazi has retired; her replacement is Sarah Sinko.

More on the RFID check-out/check-in/inventory/security system: Christine cancelled two remaining trainings that would have cost \$2,800. Instead, she would like to purchase another RFID system pad for staff to use in the back for check out/in. Ongoing annual costs for the system include apprx \$200 per pad for warranty and \$600 for additional labels/stickers for new media. The BLFF had made available to the library \$58,000 for the entire system. The Board agreed that Christine should use this money for whatever is needed for the RFID system, not just what was included in the original

estimate. The City of Bandon has paid for some unanticipated costs related to the installation of the system, e.g., electrical wiring of the gates at the entrance to the library used to verify media have been scanned.

Both Cody and Jan are doing very well in their new positions.

### **Art Gallery (Megan for Tracy)**

There is a new display in the art gallery, which was mentioned in the last newsletter.

### **Book Sale: August 5, 6, 7 (Lorna)**

Lorna reported that appx \$900 came in from the August book sale. This was a book sale where all items cost \$.50 the first day, a bag of books was \$5 the second day, and the third day all items were free. This was a good way to clear out books that had been sitting in boxes for the two-plus years of COVID when book sales were not held. Horty asked whether there would be a time set aside for just BLFF members. Cathy suggested having this be 10:00-11:00 a.m. the first day only. The sale may be extended to 5:00 p.m. Lorna would be willing to chair this sale again in August 2023.

### **Book Sale: Never Ending July, August, September 2022 (Horty)**

Horty said each month earned approximately \$200-300, with approximately \$200 already earned for October.

### **Book Sales: Itty Bitty September 3, 2022 (Cathy)**

Itty Bitty Sales held in July and September were very successful and Cathy suggested continuing this schedule for 2023.

### **Silent Auction: December 1-22, 2022 (Cathy)**

Christine has offered to help set up.

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

So far, members have donated \$2,175. The goal is \$5,000, with a deadline of November 30.

### **Library Board (Karen)**

The gist of the meeting was related to the Story Walk foot path, which Christine has already gone over.

### **Book Club (Karen)**

The Book Club is going really well. There were seven people at the October meeting, where *Half Broke Horses* by Jeanette Walls was discussed. Other meetings have had 12-15 attendees. November's book to be discussed is *The Lacuna* by Barbara Kingsolver. December's book will be *The House on Tradd Street* by Karen White. Book Club member Sharon Haga has volunteered to bring refreshments for our meetings. There has been some suggestion of another, evening, session of the book club if a moderator is found.

### **Newsletter (Megan for Eunice)**

The Board agreed that Eunice does an excellent job.

### **Strategic Plan (Megan)**

Megan hasn't yet updated the Strategic Plan. Cathy said that it's not uncommon for the planning stage of the plan go on for some time.

### **Publicity (Megan)**

Megan reported that she is expanding where information on library programs is going.

### **Other (Cathy)**

Christine has asked if the BLFF would like to move its Never Ending Book Sale to a different area, as she would like to use the area near the front of the library. Cathy feels that the lighting is much better in the new location. She would like for there to be some sort of signage like a reader board to designate that it is the Never Ending Book Sale.

### **Next Meeting Date**

The next meeting will be held on Tuesday, January 24, 2023 at 2:00 p.m. in the library's Sprague Room.

The meeting adjourned at 3:30 p.m.

Minutes taken by Megan Maloney.