

## **Friends of Cascade Park Library Meeting Minutes February 15, 2024 - FINAL**

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**1. Call to order:** The meeting called to order at 6:07 p.m. by president Sandy Granich in the library's family room. Those present were: Jan Allen, Ruth Chamberlin, Sandy Granich, Jaynee Haygood, Jean Kent, Linda McHan, Julie Nakao, Rachael Ries (library staff), Stephanie Sanchez, Rick Smithrud (Library Foundation), and Melissa Webb. (No January meeting due to snow and ice.)

**2. Minutes** of November 16, 2023 meetings were approved with two minor spelling corrections and one additional apostrophe.

**3. Treasurer's reports for November, December 2023, and January 2024** were presented by co-treasurer Stephanie Sanchez.

- A. We had additional income from the Arts and Illustrator's auctions.
- B. Question about what is covered by "General Office" category on report.
- C. Appreciation expressed to Stephanie for assuming the responsibility of obtaining the new cash box and figuring out (with Ryan) how to set the combination.

#### **4. Book Store**

- A. Linda reported volunteer hours of: 179 for November, 173.75 for December and 150.5 for January.
- B. Slow donations these past months.
- C. Discussion of carpet - Rachael will make sure the carpet in the Book Store is shampooed when the library carpet is cleaned by facilities. Supposed to be cleaned every 6 months. Windows are supposed to be washed 2x/yr. also.
- D. Installation of shelves in storage room is awaiting the library process to finalize. At least the room's been measured. Shelves will be hanging type, adjustable, but sturdy since books are heavy.

#### **5. Rachael Ries - Librarian's Report**

- A. Library underwent a 3-hr. security audit by an expert whose official final report has just been presented. His recommendations will be helpful, interesting, informative, and will increase library security; he examined the camera locations, emergency exits, staff badge usage, entrances, etc.
- B. Resource report # 1 - Kanopy. Free with library card. Sort of like Netflix in that you create a subscription (for free) and can watch mainly documentary-type or BBC-type films on your phone or computer.
- C. Bookmark contest deadline is Feb. 29. Rachael will set aside a few of the winners' bookmarks for us to have.
- D. For entertainment, Rachael recommends *goodwillibrarian.com* which discusses books and literature, has puzzles, gift ideas, book facts, etc.
- E. AARP will be at the library from Feb. 1 - April 15, T, W, & Th.

F. Library app is down (went down in November). The supporting company went out of business. The library's website is still fine. I.T. claims a new app will be ready in the spring of 2024.

G. The Heritage Douglas fir tree in the courtyard will be dedicated on April 20 from 2:00 to 4. Librarians have set up a contest for patrons to name the tree.

H. Jennifer Giltrop, new executive director, has been invited to attend one of our meetings. So has volunteer-coordinator Sherry Braga.

I. A 1960-something college year book has been found. Rick will take it.

J. SWITCH game console needs game cartridges (about \$80.00 each) and two additional controllers. \$1100.00 voted to facilitate the purchase. Game console will be used in the library.

K. Leaf blower - library system will not provide this tool and the leaves need to be removed from the courtyard on a regular basis. Voted \$300.00 for purchase of blower. Jean will provide information on her blower.

L. Revolutionary Read program - selection is *FREE* by Lauren Kessler. Free copies are available at the library.

## **6. Rick Smithrud - Executive Director of FVRL Foundation**

A. Audit just finished including all financial statements and income tax returns. There are 15 Friends groups to assist. Brokerage account is low risk but has yielded excellent returns.

B. Explained Umpqua Bank's challenges with various historical messes and resulting charges (and refunds) to our account.

C. Beaches Fundraiser on February 29<sup>th</sup>. Must show flyer to assure donation to foundation. The foundation supports district-wide programs such as the bookmark contest, everybody reads, and summer reading programs. They also support construction of new library buildings.

D. Will restart book donation work now that they're getting settled in their new location. They sometimes get 30 boxes of books at a time. They manage to sell some books for a profit for the organization.

E. Having trouble finding a location for the Friends Fair so it remains in the planning stages. Focus will be 'growing membership.'

## **7. Website -**

A. The Web Host (In Motion) has been paid for 3 years. The renewal payment will occur in Nov. of 2026.

B. Julie recommends setting up a domain email address which would represent us more professionally. In addition, she recommends adding a QR code or Friends logo to the library's website to direct people to the Friends' website which is currently hard to find (if starting from the library's website).

## **8. Bi-laws Revision Committee**

A. Committee consists of Melissa (chair), Ruth, Julie, Sandy and Jean.

B. Rick will send by-law template. Hope is for more consistency between Friends groups' by-laws yet allow for individual differences. Many Friends groups predated the Foundation which is why by-laws are so inconsistent.

C. Brief statement about Bookstore Manager being an elected vs. appointed position, yet still part of the board.

## **9. Grants to Other Library Friends Groups?**

A. Question as to where money comes from. If money is donated, it needs to stay in this library. However patrons of our book store purchase books so money is not donated. If given-away money is from the investment account's increase, it can be 'transferred' because it's considered to be unrestricted. Friends money is dedicated to provide for an 'enhanced patron experience'.

B. All Friends groups use the same 501(c) (3) number which belongs to the Foundation.

C. Rachael will ask other branch managers if they have unmet needs.

**10. Meeting adjourned** at 7:31 p.m. Next meeting **THURSDAY March 21, 2024 at 6:00 p.m.**

minutes by Jean Kent