

Friends of Cascade Park Library Meeting Minutes

June 20, 2024 - FINAL

1. Call to order: The meeting was called to order at 6:00 p.m. by vice president Julie Nakao in a library room. Those present were: Allan Blair, Ruth Chamberlin, Jaynee Haygood, Jean Kent, Linda McHan, Julie Nakao, Rachael Ries (library staff), Stephanie Sanchez.

2. Minutes of May 16, 2024 meeting were approved as written.

3. Treasurer's report for May 2024 was presented by co-treasurer Stephanie Sanchez.

A. Again, we raised a lot of money from book store sales.

B. We went over Rachael's budget for next year. We upped the honoraria amount from \$1,500. to \$5,000. and the program supplies amount from \$500.00 to \$2,000. for a total budget of \$20,100.

Rachael estimates that programs supported by the Friends cost an average of \$300.00 or so and are presented roughly once a month. 12 x 300 is \$3,600. The library will be funded to offer more programs next year.

4. Vice President Report - Julie Nakao

A. Discussed envelopes for future member/supporters to use. We will decline estimates provided by the Graphics Department. Decided to use a local vendor to print them, will use full-sized # 10 envelopes, no flap. Details are in progress, as part of the overall reworking of memberships, payment options, by-laws, etc.

B. One renewal was received in May/June bringing the total for 2023-2024 to 16 renewed or new members.

C. We want to begin a FoCPL newsletter issued 2 or 3 times a year to inform member/supporters why they should renew their support. This is part of implementing the decision to solicit monetary support annually from ALL members, including the original "Lifetime members". This effort requires better communication about how Friends funds are used. We will need Rachael to provide info/reports to publicize the ways the Friends fund Cascade Park Library programs.

Ex: Friends logo and/or statement, as primary funding source, would appear on the flyer of the upcoming Peruvian Flute program.

5. Book Store

A. Linda reported 196.5 volunteer hours for May.

B. Question - can we now give books to the Foundation? Yes. (La Center gave us two boxes of books.)

C. Has set up a Monday sub to work in the book store when needed during the summer.

5. Librarian's Report - Rachael Ries

A. Went over next year's budget. Raised amounts as noted above. Asked Rachael for additional reports on activities/events funded by the Friends.

- B. Library lights go off every hour and must be turned back on. Might cost \$75,000 to fix.
- C. Book kits - need new ones but district budget has been cut. Kits get used throughout the library system. Every library has at least one kit out each month so there are 50 or so kits floating around. Friends are willing to fund a kit or two but will hold off until Rachael gets the go-ahead.
- D. School is out now.
- E. New deputy director position has been filled - Rachael attended two interviews for an open communication-director position. Either candidate would be ok.
- F. 3-D printer is out of order. Is getting old and worn out. It might be replaced with a Resin printer (a resin printer uses a process which beams ultraviolet light into a tank of liquid resin, triggering a reaction that solidifies the resin into a hard plastic).
- G. Rachael has been busy with internal meetings regarding setting standards and also standardizing them across the district.
- H. Summer Reads starts June 15 - goes to Aug. 15 and will give out books.
- I. Will have summer meals from Share also. Some books will be given to those children too.
- J. HVAC system is due to be replaced in 2026.
- K. Friends might fund new sensory items for the courtyard but those bills would be paid out of 'furniture and supplies' line in Rachael's budget.
- L. Poet program has been going great.
- M. The library is not doing Words & Pictures this year which was a one-day writing event. They are taking a break to evaluate what their local authors and writers need/want based on the surveys they sent out to them.

6. Old Business

- A. Bookmark - Julie brought a sample of a possible Friends book mark to gather input. These we would give out to new members/sponsors. She will find a local vendor to print them.
- B. By-laws - still tabled as we need to finalize the statements about membership including the online payment system.
- C. Online payment - Ruth, Julie and Stephanie met and decided to proceed with *Donorbox*. As a guinea pig for the district we hope to discover and demonstrate whether and how an online payment option for a Friends group can work.
- D. Proposed Newsletter - will aim to begin first issue for the 2024-2025 year in time to help publicize the annual *Authors and Illustrators* event to our supporters/members.
- E. Record Retention - Discussion on posting the minutes and the financial reports on our website for the members-only section (not password protected). Current records plus two years of meeting minutes will be posted. For financial information, members will be directed to the Foundation webpage which provides annual reports. Alternately, members can be reminded to attend monthly meetings when financial matters are regularly reported and discussed. Website information will change on October 1 of each year since the new officers' terms begin then.

7. Meeting adjourned at 7:20 p.m. Next meeting Thursday July 18, 2024 at 6:00 p.m.