

## SOLDOTNA LIBRARY FRIENDS – BOARD OF DIRECTORS

Monthly Meeting Minutes

February 8, 2023 at 10:15 am

**Attendance:** Pam Joslin (Treasurer), Barbara Olson (Secretary), Vicki Johnston-Freese (Book Sales), Heather Rausch

**Absent:** Joan Merrick (President), Michelle Blackwell (Vice President), Wendi Dutcher, Mary Lou Wilcox

**Guests:** Rachel Nash (Librarian), Romi Haseo, Jane Gabler, Jane Fuerstenau (3 potential board members)

**1) Call to order at 10:18 am:** Barbara Olson and Pam Joslin noting that there is not a quorum. An informal business meeting will be held.

**2) Approval of agenda:** no action

**3) Approval of minutes from January 11, 2023 Annual Meeting and January 11, 2023 Monthly Meeting:** Postponed until March 8, 2023 meeting.

**4) Treasurer's Report:** Pam

- a) January began the year with \$32,234.35 in the bank. Our January book sale did well, totaling \$1,045.25. Other revenue included a second check for PickClickGive bringing total revenue to \$1,729.47. Expenses included reimbursing Jim O'Neill \$638.20 for supplies used in building our wonderful new bookcases. Ending cash totals \$33,380.66 including cash in the bank and on hand.
- b) Pam gave a short review of the Budget vs Actual report.
- c) Designated gift of \$500 received from Schwab Charitable Kristin Mitchell Donor-Advised Fund. This grant is for support of banned books. Our donation policy requires that the board must take action to approve or deny acceptance of the gift. No one objected to accepting the gift. Pam would like to get the check deposited. She will contact Joan to be sure she agrees. (Copy attached)
- d) It was explained that money donated to the City of Soldotna for the library goes into the general fund and might not be used for the library. Money donated to the Soldotna Library Friends is dedicated to the library.

**5) Book Sale Report:** Vicki

- a) We had 89 people attend the book sale held on January 26. Two pieces of art sold. Making over \$1,000 is surprising as January is usually low. We are donating a cart full of paperbacks to the library for "Give A Book Day" being held February 14. Vicki invited everyone to come see the improvements in the basement with the addition of two new bookshelves.

**6) Librarian's Report:** Rachel

- a) Ryanna has unboxed and checked all 7 sewing machines. She will need a cart and various supplies. Rachel will be out of town for the March meeting so Ryanna will attend in her place. She can present her sewing needs at that time.
- b) Kim McMilin has accepted the position as full-time program coordinator. She will be working more with adults.
- c) They are rolling out an online events management application (LibCal) starting on the staff side which will cut out many steps in the marketing process. It will then be rolled out to the public so that people can see what meeting space is available then go ahead and book it. They will still be able to call in reservations. Usage of the meeting rooms and community room is high.
- d) There will be a new City Manager within a few weeks. It is narrowed down to two candidates. Rachel reports directly to the City Manager.
- e) Rachel explained that the City Manager hires all the department heads, including Rachel. Rachel reports to the City Manager and presents her budget to the City Manager. The City Manager is hired by the City

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Council and reports to the City Council. The City Council members are elected by the citizens of Soldotna. The Library Advisory Board is appointed by the Mayor. People apply to be on this board. Their job is to represent the public on decisions regarding the library.

### **7) Old Business**

- a) Basement Storage Update: Vicki/Barbara
  - Much weeding out was done and rearrangement of cabinets.
  - The HP Printer in the basement is no longer needed.
  - The fishing poles used for “Fishing for Books” events will be disposed of.
  - We formally turned over ownership of a Fender “All in One PA System” to the library (Letter attached)
- b) Bylaws Committee: Presentation will be last item on agenda.

### **8) New Business**

- a) Donation of \$500 requires board acceptance: Pam addressed this in her Treasurer’s Report.
- b) Board of Directors Open Seats: Wendi and Heather and both out of state a lot and would both like to resign when we find people to fill their seats. We clarified that there is no residency requirement to serve on the board. Board members can (and do) live outside of the city limits.
- c) Report on Library Advisory Board Meeting on January 16, 2023: Michelle emailed a short report on this meeting. She gave them a report on our projects as well as our financial status.
- d) Volunteer Appreciation Event: We would like to show our volunteers appreciation for all they do. Barbara and Michelle will coordinate this event. We chose Tuesday April 25 which is National Library Workers Day to hold the event. Rachel has reserved the Community Room for us for the entire day. It would be a great opportunity for our board and our volunteers to meet the library staff and the Library Advisory Board.

### **9) President’s Report:**

- a) Donate the speaker system to the library: This was done above under Basement Storage Update.
- b) Sewing Machine Project: Take picture of sewing machine turnover to the library when Joan and Ryanna are available.

### **10) Bylaws Committee Presentation: Pam/Barbara**

- a) Pam discussed the formation of the Bylaws Committee and the purpose. The Bylaws had not been reviewed or updated for many years. Resources such as United for Libraries and Foraker Group were helpful. Policies needed to be gathered and reviewed. The historical records needed to be gathered and gone through. We also recognized the need to develop an Information Manual for the Board of Directors (for existing and for new members). We also researched whether insurance was needed for our organization. Rachel met with the city finance director, and it was decided that all our events were covered through the city insurance.
- b) Pam passed out the “Board of Directors – Information Manual”
  - Board members receiving their Manuals are:
    - Pam, Barbara, Vicki, Heather
    - Loaner manuals were given to Jane G, Jane F, and Romi H
    - Manuals for Joan and Mary Lou are stored in the basement.
    - Michelle’s will be delivered to her by Barbara
    - Wendi’s manual was loaned to Jane Gabler
  - Heather had to leave at this point.
  - Brief review of each section as follows:
    - Welcome (What we do, Latest News, Recently Funded Projects)

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- History
- Board Members (Contact Information/Terms of Office/Informal List of Responsibilities)
- Calendar of Book Sales and of Board Meetings
- Minutes (file meeting minutes here)
- Budget for the Current Year
- Membership
- Volunteers
- Articles of Incorporation (attached) is the overarching document for the organization. It explains how it is formed, how many directors there are, how long they serve, the purpose of the organization, etc. Within the Articles of Incorporation, we specify that we will have Bylaws that provide a little more detail as to the operations of the board. After that, we have assorted policies that have been adopted by the board.
- Articles of Incorporation were first filed with the State of Alaska in 2005. Tax exempt status was applied for with the IRS. In 2006, SLF was approved as a 501(c)3 organization and that approval was effective back to the beginning of the organization.
- Pam went through each section of the Articles discussing the recommended changes. Changes to the Articles of Incorporation require a vote of 2/3 of the board at an annual or special meeting.
- Discussed the Proposed Board of Directors – Terms of Office, Seats, and serving 3-year terms.
- Barbara went through the Bylaws with the changes highlighted in red (attached). The proposed changes are consistent with the Articles of Incorporation.
- Amendments to the Bylaws require a 2/3 majority of the board of directors.
- See attached “SLF Bylaws Committee Report – Recommendations to the Board of Directors” for a list of the recommended changes to the Articles of Incorporation and to the Bylaws.
- Policies – 6 policies are in place however some are fairly dated:
  - Donations – Materials and Money – Agreement with the Library
  - Donation Guidelines
  - Conflict of Interest – This should be dealt with annually.
  - Minimum Bank Balance Policy
  - Credit Card Policy
  - Sign Permit and Banner Hanging Plan
- Tax Exempt Status
- Introduction to Wild Apricot Software

**Upcoming Book Sales:** February 23, 2023 from 2-6 pm

**Next Board Meeting:** March 8, 2023 at 10:15 am, Conference Room A  
(Ryanna will attend in Rachel’s place)

**Adjournment:** 11:56 am