

NORTH TILLAMOOK LIBRARY FRIENDS BOARD MEETING

APPROVED MINUTES

of the

September 11, 2023 Meeting of the North Tillamook Library Friends Board

Directors Present: Betsy Chase, President; Stephen Brier, Vice President; Bob Riecke, Treasurer; Craig Nern, Secretary; Directors Jenna Edginton, Barb Gould, Michael Gould, Judy Sugg, Mark Roberts via Zoom

Also Present - Jill Thurston via Zoom

Welcome – Betsy Chase called the meeting to order at 5:15 pm.

Consent Agenda -

Minutes of June 12, 2023 Annual Meeting (distributed by email, and posted on the Board page of the website):

Betsy asked for a motion and a vote to approve the Minutes. Bob Riecke so moved, and Steve Brier seconded, and all Board members voted in favor.

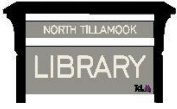
Tillamook County Library Report -

Betsy noted there was no County representative in attendance, but she recently spoke with Don Allgeier as part of planned quarterly meetings. The agreement between the County and the North Tillamook branch needs to be renewed, and the most recent document is yet to be located. Don and Betsy also discussed an annual analysis of the state of the relationship between the two organizations. While that has not recently occurred, plans will be made to restart the activity. Another possible activity is a gathering of the various county branches, plus the Library Foundation, to share information. Pursuant to our 9/30 strategic planning session, Betsy mentioned that information from the County's strategic plan will be provided to us. Don told Betsy that an important element from the County plan relates to flexibility in space utilization.

Betsy has discussed with Jenn Wells the possibility of coordinating presence at the Manzanita Farmers' Market.

Communications Report -

Jenna presented the second revision to the logo project. She noted that the proposed logo has an environmental element to it, plus a youthful aspect. Some of the discussions involved the readability of the logo, but Jenna noted it would only rarely be used without the full organization name. The unusual nature of the font was discussed, and work will continue to refine that. Uses on different print materials was also mentioned, plus the timing related to upcoming membership activities. Jenna asked that further comments on the logo be provided by 9/13.



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Bob Rieke asked if our name has ever been filed as a business name, and said the logo change makes that worth pursuing. Bob said he would check with the Secretary of State.

Membership Report -

Betsy asked for the membership report, but first stated her thanks for the terrific work by Barb and Michael on the successful volunteer appreciation event held 9/9 - she noted it was the first such event in four years. Barb discussed the planning and acknowledged the help from other Board members. Thirty-five people attended, and there were many positive comments. The cost of the event was approximately \$440, with reimbursable (i.e Board expenses) costs at \$250 and donations totalling \$190.

Next year's event, in terms of the post Labor Day weekend, day of the week, time of day, and other community events, was discussed.

Barb reported that the membership total is 328 as of 9/10 including 44 new members. She said 2024 membership renewal email will go out soon, and Jo Newhouse has offered to host the mail prep event in October. The first phase of the appeal is for online renewal, and the followup is regular mail. There was extensive discussion about these dates relative to our accounting and record keeping and it was decided to shift the email appeal to 10/1 or later.

There was additional discussion about potential participation at the Farmers' Market and the need for signage.

Nominations & Governance -

Steve Brier opened his remarks by saying the Board needs a minimum of two new directors for 2024. Betsy asked about the timing and Steve said the goal is for a slate of nominees to be voted on at the November Board meeting in preparation for the annual meeting election in January. There are several potential candidates, but Steve asked that the Board continue to reach out to the community.

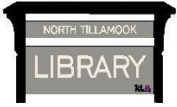
Maintenance Report -

Mark Roberts mentioned recent completed projects including interior lighting upgrades, improved door mats, roof maintenance, and the parking lot reseal. Three building items that need attention are the security alarm system which is apparently dormant, the smoke detector which is not networked, and the obsolete key "vault" in the back of the building which needs to be removed. One last possible project for this year would be carpet cleaning.

Treasurer's Report -

Bob Riecke noted that recent income is modest and less than the expenses for the maintenance projects mentioned by Mark. Our cash position is strong, and Bob feels some excess cash, perhaps \$20,000, could now be placed in a 90 day instrument to generate extra interest income.

A meeting with Pine Grove representatives was held to discuss the large rental fee hike for this year's book sale. It was explained that the need for Pine Grove to improve finances was the critical factor, and there is no flexibility in fee structure in the foreseeable future. Part of the problem is the tax status of



the Pine Grove which has limited their fundraising capabilities. The community nature of the book sale is such that there is no feasible alternative location. Bob has reserved the Pine Grove for 2024 and discussion was supportive of that, including mention of revenues from the daily book sales.

The budget process was Bob's next item, and he will be circulating information and asking for input from the Board.

The final matter from Bob was a proposed change to our fiscal control policy. The annual financial review meeting identified the need for tighter control of outgoing wire transfers, with the need for authorization by two officers. Bob had distributed language for that proposed change to the the Policies & Procedures Manual, plus some additional changes to terminology in the Manual recommended by Jill Thurston. Betsy asked for a motion to approve - Craig did so, Judy seconded, and the motion passed.

Investment Report -

Craig Nern reported that year-to-date appreciation for the combined accounts is 8.5% which is lagging the S&P 500 benchmark. Craig noted the highly diversified nature of our accounts and more "defensive" positioning which includes emphasis on Treasuries and dividend paying stocks. He mentioned the "laddering" of the Treasuries, and an upcoming maturity in early November. The current overall portfolio allocation is 60% stocks and 40% fixed-income.

Financial Review Committee -

Steve mentioned the revised financial review worksheet which was utilized this year as a test. The revision consolidated some overlapping items, and clarified some minor items such as reference to the checkbook location. The new worksheet had been previously distributed and Betsy asked for a motion to approve - Bob did so, Judy seconded, and the motion passed.

Strategic Planning -

Betsy informed the Board that a folder, with the complete agenda for the strategic planning session, will be posted on the website (behind the "Board button"), and encouraged review of the material beforehand. The session will begin promptly at 9am on 9/30 in the Schoolhouse Room at NCRD.

There being no other items for the good of the order, Betsy adjourned the meeting at 7 p.m.

Craig Nern, Board Secretary