

North Tillamook  
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**APPROVED MINUTES**

**November 13, 2023 Meeting of the North Tillamook Library Friends Board**

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

**Also Present** - Jill Thurston, Jennifer Wells via Zoom

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

**Consent Agenda**

Minutes of September 11, 2023 Board Meeting; updated Strategic Plan Document (posted on the Board page of the website):

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

**Tillamook County Library Report**

Jenn Wells mentioned new childrens' programming at the North Tillamook branch offered by two new volunteers. A Halloween program was well attended, and a Thanksgiving event is planned. Breeze Duvall is doing well with her assignment at the main branch, and likewise those filling in for her in Manzanita are doing well. The County Board will meet soon, and the system will be closed over the Thanksgiving weekend.

Betsy noted that our Board is still looking at upgrading the front door to ADA standards, and asked Jenn if there is information about similar efforts in the County. Jenn said she will follow-up on this.

**Communications Report**

Jenna mentioned a productive meeting held with Judy, Betsy, and Shirley West. A quarterly marketing plan will be developed which would highlight different aspects of Library services and offerings throughout the year. For Q4 the emphasis will be membership renewal and year-end giving. The possibility of a public calendar for the Hoffman Room meeting space was mentioned, partly to better promote its availability.

The new logo/letterhead and notecards were shown, and Jenna said these will be integrated into the website and the Dropbox account.

Jenna said that though her term is nearly up she will stay involved with the website and other technology aspects of Board Activity.

Jill asked if the year-end giving campaign could include mention of contributions as a remembrance or honorarium, and the idea of gift memberships. Jenna said these ideas could be part of the effort to update the membership form.

North Tillamook  
**LIBRARY**  
FRIENDS

### **Membership Report**

Barb gave an update on membership renewal efforts via email and regular mail. The current report, which was emailed to the Board, indicates that the current 2024 count is at 160 members (with more coming in) and all acknowledgements have been sent. Betsy asked if the current count is typical of this time of year. Bob and Judy noted that Jill's numbers indicate normal to slightly better trends. Jill believes there has been an upswing since the Covid years.

Noting that she and Michael will not return to the Board for 2024, Barb reviewed 2023 highlights including Book Sale related memberships and the successful volunteer appreciation event. She recommends more event based outreach for membership growth. She further stated she will be available to assist the transition to 2024 membership efforts.

### **Maintenance Report**

Some of the key maintenance jobs of the past year were said by Mark to have been important if not urgent. Roof moss removal and resealing the parking lot were good preventative actions, and re-lamping some light fixtures was essential. For the future, when Mark McCorkle will likely be heading maintenance, there are some significant issues to address such as rot on bases of the front entry posts. There is some siding contact with the ground near the office door with potential rot. Mark expressed his confidence that Mark M. is well equipped to deal with these and other issues, including the ADA door and a possible Hoffman Room window leak.

### **Nominations & Governance Report**

Steve mentioned the Nominees document that was circulated with proposed directors and officers for next year. He said the Committee decided to nominate Mark McCorkle and Susan Tone for new 3-year terms, and Janet Carter and Hans Tonjes for 2-year replacement terms for departing directors. This will help stagger the terms. Steve mentioned that all Nominees are well qualified. As for Officers, Steve feels that Craig and Mark R. are excellent candidates for President and Treasurer, respectively.

Steve asked the Board to approve the slate, noting that the actual vote is by the Members at the annual meeting. Bob moved that the slate be approved, Mark seconded, and the motion passed unanimously.

The draft amendment to the Bylaws, previously circulated, was also brought up by Steve. The amendment, if adopted, would reduce the minimum number of Directors to 7 from the current 9. The process is for the Board to recommend the amendment for passage by the Members at the annual meeting. Bob moved that the amendment be approved to present to the Members, Craig seconded, and the motion passed unanimously.

### **Treasurer's Report**

Bob reviewed the previously distributed October financials, including income from daily book sales, membership, and donations. There were transition expenses related to the change in janitorial service. Total current assets remain significant and indicate a good financial condition.

The annual filings of Form 990 and CT-12 are underway, and Bob credited the hard work from Jill Thurston to complete these.

North Tillamook  
**LIBRARY**  
FRIENDS

Increased water costs have affected the budget, and Bob said we should look for efficiencies in water use as costs may have doubled from the budgeted \$800. In order to keep the budget realistic an additional \$800 should be allocated for water, and that sum will be shifted from the maintenance budget. Jenna said that the higher rates from the City would not be expected to double costs, and volunteered to look into this and report back.

Bob brought up the idea of filing with the County for an assumed business name in order to protect our identity. It's a simple form to file with the Secretary of State and the cost is \$50/year. The consensus of the Board was in support, and Bob said he would proceed with the application.

### **Investment Report**

Craig said the investment report would be abbreviated since he was unable to get up-to-date performance numbers - he promised to send them via email. There has been little change in the markets since the September meeting report. Market conditions remain highly uncertain, but an interesting feature is stability in the price of oil even with the war in Gaza. Federal Reserve rate policy and corporate earnings are the other major factors. Overall, uncertainty remains high and Craig said the only antidote to that is diversification, and our accounts meet that requirement.

### **Calendar Review**

Craig noted that the draft 2024 calendar has been posted to the Board access page. A key matter is the location of the January 20 annual Friends meeting. The Hoffman Center is not available, so it likely needs to be held at the Library, perhaps in hybrid form (in person and Zoom). The Library is open to patrons at the 3pm meeting time so that needs to be managed. Discussion favored including the Zoom option and Steve volunteered handling that. For quarterly Board meetings, reasons to go back to the Library for 2024 were mentioned.

Including the Scorecard reviews on the calendar was mentioned, but not fully discussed.

Steve made a motion to adopt the 2024 calendar, including changes discussed, and Bob seconded. The motion was unanimously approved.

**There being no other items for the good of the order, Betsy adjourned the meeting at 6:25pm.**