

NORTH TILLAMOOK LIBRARY FRIENDS BOARD MEETING

DRAFT MINUTES

September 12, 2022, Meeting of the North Tillamook Library Friends Board Meeting

Via ZOOM

Directors Present: Steve Brier, President, Craig Nern, Vice President, Brooke Hua, Secretary, Bob Riecke, Treasurer, Directors Jenna Edginton, Judy Sugg, Dan Haag

Directors Absent: Terry Fullan, Marc Johnson, Trish Johnson, Becky Berg

Others Present: Donald P. Allgeier, Jigyasa Sai

Welcome and Introductions – Steve Brier called the meeting to order at 5:22 pm.

Consent Agenda – Steve

Approval of the Minutes of the June 13, 2022 Board Meeting. Unanimously approved.

Administrative– Steve

Breeze Duvall informed Steve that there has been a van parking in the Wonder Garden lot using an extension cord stretching to the external outlet of the library. Judy suggested having small signage by the external outlets. Don said they've had similar problems at the main library and recommended to keep the outlets locked. Steve would like Terry and Becky to draft a policy stating the outlet is for approved library business only and it's to be discussed at the November meeting.

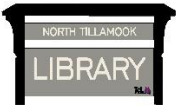
Steve learned from Terri Maragos that a real estate transaction to purchase her property where the Library Friends sort books for the book sale recently went under contract and then fell through. She told Steve that the reason the deal fell through was a ruling by ODOT that the anonymous buyer's proposed addition of affordable housing to the continued existing use of the Hope Chest and book sorting spaces would impact traffic too much on Highway 101. Mark Beach passed on this information to Steve because of the affordable housing issue and wanted to see if the Friends Board could help by asking Mary Faith Bell to talk to ODOT to reverse the decision.

Bob Riecke thought this would be a conflict of interest. Jenna felt uncomfortable as a realtor and as a Manzanita city council member getting involved. Craig was skeptical of the story and felt we didn't have enough concrete information. Steve will tell Mark Beach and Terri Maragos that we won't be stepping in on this issue.

Tillamook County Library Report – Donald P. Allgeier, Director

Steve introduced Don as the new Tillamook Library Director as of July 18. He was Director of Operations of Multnomah County prior and had moved to Tillamook County a year ago. Don's family owns Sea Breeze Ice Cream in Rockaway.

Don said he is impressed with North Tillamook Library for how beautiful, well taken care of and loved by community it is. He said he loves living in Tillamook County. One daughter attends Neahkahnie High School and is currently abroad in Japan and his younger daughter attends school in Garibaldi.



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He had a couple of things he was excited to talk about. One was working with the Library Board on a 5-year strategic plan with a large component of public engagement including our Friends Board. Also, a Policy and Procedures manual was being revised with staff and will be approved by the Library Board and commissioners. He emphasized a key component being a consistent level of service throughout the libraries. Don also mentioned the library will have increased services and programming. He will also be revitalizing the library volunteer program.

Steve asked Don for comment about the concerns he and others have around the censorship of library materials we are seeing around the country. Don said it is the number one concern he is hearing. He also said that Tillamook is fortunate not to have a lot of formal challenges. The Policies and Procedures manual will clearly outline how they handle challenges. He expressed the importance of being straightforward and transparent with how the issues are being handled.

Steve asked if there was a policy on how materials are selected. Don said yes and will be happy to share it once the manual is complete. Don expressed that materials should be accessible to everyone and that no one will like everything in the collection. He said anyone should be able to find material relevant to them and also different points of view. Don believes families should make decisions on what materials they want to read, not libraries.

2023 Scheduling

Steve asked the board if changing the date and time of the quarterly meetings was advisable and if going back to in-person was agreeable. Jenna and Dan both like the accessibility of zoom. Bob likes the current second Monday afternoons. It was decided to keep things as they are.

Steve then asked about the annual meeting and how he would like to have it in person. The board will vote on whether or not to have the annual meeting in person at the November meeting.

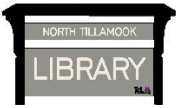
Board voting by email

Steve said attorney, Michael Manzulli, told him about a change to Oregon law regarding board voting by email. Currently, our board requires unanimous consent by email. He thought we could amend our bylaws to voting by email with majority vote instead of unanimous. There were no rejections of this proposed change from the board. Steve said our attorney will draft a formal amendment that we can then vote on at the November meeting.

Communications Report – Jenna Edginton/Dan Haag

Jenna said the membership drive is coming up. October 1st is the start of the 2023 membership. She would like to get as many people to sign up online as possible. She said she will support Judy to get memberships to come in early and help Dan with the end of the year of giving campaign. Jenna also had a meeting with Breeze about all the services the library provides that she didn't know about. She will be updating the Friends website to show all those things and create a message on Facebook. She will work with Dan, as well.

Steve thinks October and November are optimal for campaigning. Bob asked if we need to have a mail stuffing party. Jenna hopes to increase the use of the online giving platform and that will down on envelope stuffing after an online push. The need for an envelope stuffing party will be determined at a later date.



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Membership and Development Report– Judy Sugg

Membership Report	September 2022			
	March 2022	June 2022	Sept 2022	Increase from March
Members in 2022	240	331	338	98
Family memberships in 2022	159	212	227	68
Assume 2 people for each family, total membership:	399	543	565	
Companies who are members in 2022	24	25	26	2
Records on the database (members, non-members)	797	856	871	
Notes:				
Emailing for renewals early October				
Follow up mailing mid October				
Mailing to non-member businesses in Oct				

Maintenance Report – Terry Fullan/Becky Berg

Steve said the lounge chair issue has been resolved in the reading room.

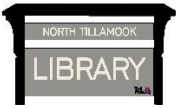
Financial Reports:

Treasurer’s Report – Bob Riecke

Summary of August 2022 Financial Results

Revenue for the month was \$132.10 consisting of \$25 in donations, \$25 in membership dues, \$80 in daily magazine sales, and \$2.10 in interest.

Expenditures totaled \$4,635.89 which includes \$3,521 paid for the second and final installment for our new HVAC system, \$184.23 for landscape materials (gravel), and \$10.54 for silicone repair. Our annual state corporate report renewal was \$50, and we had the usual bookkeeping, cleaning, and utilities costs. We also had a \$50 expense for setting up the cashbox for our monthly magazine sale which was held on September 3. The sale revenue will appear on our September P&L. Net Revenue for July was negative \$4,503.79.



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Cash and Investments at Columbia Bank

<u>Account</u>	<u>Beg. Balance 8/1/2022</u>	<u>End Balance 8/31/2022</u>
Checking	\$ 27,744.57	\$ 23,238.90
Money Market	\$221,475.73	\$ 221,477.61

Our reserve funds are invested with D.A. Davidson in a broad spectrum of securities and were valued at \$1,208,089.57 on August 1, 2022 and \$1,178,812.67 on August 31, a loss of \$29,276.90.

***We were unable to proceed with the rest of the items on the agenda due to a "Zoom Bomb". An uncontrollable handful of attendees invited themselves into our Zoom meeting for the sole purpose of causing a disruption. Craig said he would send the investment report by email. ***

Items for the good of the order

There being no other items for the good of the order, Steve adjourned the meeting at 6:37pm

Attached document:

Email from Craig Nern sent 9/14/2022:

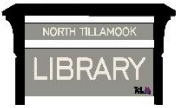
As you witnessed, or perhaps heard, our quarterly Board meeting was cut short Monday by some rude children perpetrating a "Zoom Bomb" disruption. It's clear they need more time in a library and less time online.

So...following is a brief email version of the investment report. The numbers are as of Friday, September 9. Stocks went up a little on Monday, down a lot on Tuesday, and back up a little today. Volatility is in the system.

Tuesday's big sell-off occurred because market expectations were for moderating inflation numbers in the CPI. That didn't happen, and now the Federal Reserve will need to continue raising short-term rates.

As of Friday, our investment portfolio was down 11.82% year-to-date. This compares to declines of 14.66% for the S&P 500, and 22.58% for the Nasdaq index. The better performance is due to our portfolio's significant holdings of cash and cash equivalents.

As of Friday, the portfolio allocations were 69.5% in stocks, 26% in fixed income, and 4.5% in cash. The fixed income level exceeds our permitted allocation to that category mostly due to a \$100,000 Treasury Bill holding. It will mature in January, so can be thought of as a cash equivalent - that gives us a valid basis for bending the rule.



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As for market commentary, I will just mention the big forces: inflation and Fed rate hikes dominate the psychology now; corporate earnings reported in July were very strong and offer hope for October; consumer spending is solid; supply chains are still strained and possible railroad labor strikes are a pending negative.

Continued market volatility is very likely, and it's hard to see a catalyst for a big advance in the near future. We may have to be content to earn our dividends and interest for a while.

Signed,

Brooke Hua, Secretary