

MINUTES
MarLA Board Meeting
October 19, 2020
(via Zoom)
7:00 p.m.

Members Present: Beth Honetschlager, Lorelee di Lorenzo, Jim Maher, Christine Maefsky, Tom Omdahl, Elaine Larson, Jan Hunton, Lynn Bjorkman, Max Smitten, Juanita Schodde

Members Absent:, Annie Minnich, Ruth Ann Willius

Also in attendance: Gwen

1. Welcome and Call to Order – Jim
2. Secretary’s Report - Christine
3. Treasurer’s Update – Lynn
 - Budget report and financial balance – sheets were handed out
 - Statement of Financial Activity – still have healthy balances; includes the \$7,000 grant that goes to the film society
 - i. We are spending right now, but balance still good
 - ii. Decorating expense is out of whack because we did not have a budget for that
 - iii. Graphic design was paid on a prior year
 - iv. Also payments on website design are being made
 - v. We don’t have a lot of program expenses right now, except for Zoom
 - vi. We are asking for a total of \$21,000 from the Jordan Bequest (normally ask for \$6,000); Jim is going before the County Board tomorrow with this request
 - vii. We are not pursuing separating out Film Society money right now; Steve Suby made the point that it would cause unnecessary work
 - viii. Let’s start thinking post-COVID to plan for next year’s budget
4. Library Redesign Task Force update/volunteer call – Jan

- Progress reports –
 - i. Cabinetry is completed and installed
 - ii. All electrical are done; new ceiling lights are adjustable and fun
 - iii. Disposed of old fluorescent lights
 - iv. Help needed:
 1. Thorough cleaning – our regular cleaner Wendy Houck, has agreed to do this extra cleaning, hopefully by Halloween – November 2nd
 2. Signage – for book drop, what’s on shelves; Sue Knapp will do; Lorelee will communicate with her; Collections Committee can assist her
 3. Unpacking boxes and equipment – figuring out where it makes sense for it to go; ask on Sign Up Genius who would like to help – after the cleaning; some are in the library now; some other things – Oscar Night, Doc night, River Readers
 4. Celia Wirth is familiar with internet connection and needs to be asked to help reconnect as it was not done properly and so is not presently working
 5. Tom Omdahl will work with Jeff Black to organize computer and other cables
 6. Putting up signs once Sue makes them – wait and see what they are
 7. Window blinds – can we ask the City Council to help with the costs as they are not technically the library’s. Gwen thinks we should approach the Restoration Society first. Lorelee will bring it up to them at their meeting tomorrow night. Probably \$200 - \$300 for the front window and under \$100 for the side windows.
 8. Checking to make sure the windows are operational; Jim will check with Jason
 9. Order blinds and install – Jim volunteered Gayle to help
 - v. When will it be a functional space – Jan thinks by December

5. Website Redesign Update - Elaine

- Sample Pages- Sue Knapp created page designs and a style guide

- Elaine shared sample pages – “About Us” and Children’s page, and events page
- Bjorn is working on implementing her ideas
- We have four email accounts right now

info@marinecommunitylibrary.org
donations@marinecommunitylibrary.org

info@marinelibraryassociation.org
board@marinelibraryassociation.org

- We can switch these over to our Google for Nonprofits account and add more in the future if needed
- We should add a way for people to make dollar donations, either Stripe or PayPal and add the option of their adding money to cover the cost of the transactions
- Do we want it on the MARLA home page and a “Donate” link from the Library page to it; MARLA is the group that needs to accept the donations; this will probably wait until next year to be part of the Fundraising campaign
- Bjorn thinks the website can be launched by end of November
- Sue Knapp thinks the Minutes should be put on the MARLA page; latest six on the page with an archive for older ones
- Font Purchase – *Sentinal* is the basic font for Sue Knapp’s design; costs \$99 per year, or \$650 for a lifetime license. After much discussion, it was decided to purchase the lifetime license.

6. Committee Reports (just a few select committees here)

- Operations – Lorelee and Tom
 - i. We have not had internet so volunteers have been using their own machines
 - ii. Saturday morning requests are down, but we should keep doing this service so people are reminded we are in fact open and ready to serve them
 - iii. Jim feels we should send out an email splash to promote our new books; maybe post them on Facebook; maybe invite people’s ideas of books on the Facebook page. Maybe put them on River Radio. Putting them in the window has generated interest. Elaine will pull the list of new books and send to Lorelee and Jim
- Adult Programming

- i. Judge Tunheim – audience in the high 50’s
- ii. Upcoming schedule –
 1. Ed Fleming from the Science Museum on November 19th via ZOOM, doing all the archaeological digs in the area

iii. River Radio –

1. Election Night Coverage and Community Conversation; candidates will be asked to join in when results are known
2. Nov 21 – local authors; Lonnie Loveness, Bob White, Tom Rumreich, Mark Odegard, Bill Strusinski

- Children’s Programming – no report
- Collections – Beth: no report
- Communications - Lorelee

- i. Column for Country Messenger – wait on it

7. Other Business

- Fundraising – Lorelee

- i. Just about ready to send out a letter saying it’s our annual campaign; please donate

8. Next Board Meeting - December 21, 7:00 p.m.

9. Meeting adjourned 8:18 p.m.

Respectfully submitted
Christine Maefsky
Secretary

WORK TO BE DONE FOR LIBRARY RENOVATION from Jan:

Jan	1	Woodwork/walls: patch southwest corner, fill holes, install baseboard and quarter-round, fix shims under book shelves	by 10/25
Jan	1	Carpet: cut and install carpet squares in SW corner (I need to know who has them)	by 10/25
Jan	1	Paint: walls, trim, drop-box, door, etc.	by 10/30
Jan	1	Install "wavy wall," place furniture where it goes, decide what we have room for and what needs to go	by 10/30
Lynn	2	Clean: thorough cleaning/dusting of all surfaces, contact Wendy Houck, 10/31 - 11/3	(after paint and carpet)

Loralee, et. al	3	Signage: figure out all signage (text, size, placement, style), contact someone to create it, and order it, Sue Knapp is on board to do this.	
Sue	3	Books/media: finish placing all books and media on shelves	by 11/1 (after thorough cleaning)
Loralee	3	Supplies/equipment: unpack boxes and settle all contents into the new storage shelves, sign up genius, get small group to do this	(after thorough cleaning)
Loralee	3	Internet/phone: call Celia W to look at the internet connection and make sure all equipment is working, Jim will contact Kim with WA county to get the remote access working	(after thorough cleaning)
Sue/Tammy	3	Artwork: remove and/or rehang all artwork (Jan will do the pastel painting done by Beth's mom)	by 11/1
Tom O	4	Hide computer cables as much as possible (work with Jeff Black - he has some ideas for easy fixes)	
TBD	4	Install all signage	
	4	Window blinds: ask Marine Restoration Society/city council if they would be interested in sharing (willing to share!) the cost of blinds, since window treatments would be a permanent fixture of the space, Loralee will check in and go from there	
Jim	5	Confirm with Jason Crotty that windows have been or will be fixed and made operational	
	5	Order blinds and install	