

Friends of the Klamath County Library Board of Directors' Minutes
15 May 2023 via Zoom (virtual meeting) & in person at library

Meeting called to order at 13:30 by President Judith Izzo. Board members present: Jacek Berka (Zoom), Elaine Deutschman, Dorothy Hudson, Judith Izzo, Nathalie Johnston (*ex officio*), Fran McDermott (Zoom), Betty Shaw
Absent: Dona Nelson (medical). Guest: Jessie DuBose

Klamath Promise information: Jessie duBose from the countywide Klamath Promise project spoke about the mission of Klamath Promise: touting the importance of education, attendance and graduation from early childhood to career or college transitions. She outlined the scholarship program for graduating seniors which includes college-bound, military-bound and career-bound students; the presentation of these scholarships at the Graduation Sensation gathering in Veteran's Park is a highlight of the program. The FOL board will consider a donation to the scholarship fund later in the meeting.

Secretary's Report: Elaine Deutschman

- **MSP** to approve the minutes of the 17 April 2023 board meeting.
- Correspondence: Incoming: Klamath-Lake Stand Down request for donations (FOL declined to donate); reminder from Chamber of Commerce about unpaid dues (Dorothy has taken care of that payment); letter wishing us happy spring from Midland Insurance (but no insurance bill as of this date). Outgoing: thank yous for donations
- Memberships: ~10 individual/family annual membership & 5 new life members as a result of membership update. Donations: DPIL \$500; FOL \$280
- Review of calendar items: June: Budget approval for FY 2023-2024. Elect board officers.
- Summary on membership update: As of this date, there have been about 36 returns from annual membership list and 20 returns from life members. One request for removal; 1 letter not forwarded. We spent about \$220 and received several donations over and above memberships - a worthwhile effort.

Treasurer's Report: Dorothy Hudson

- MSP** to approve financial statements for April 2023 as presented to board members via email.
- Dorothy has developed a worksheet for building the fy2023-2024 budget; she and Judy will meet to complete the budget for presentation at the June board meeting.

Vice President's Report: Fran McDermott

- The June membership meeting presentation will be given by Karl Wenner on the Lakeside Farms restoration. Fran will be coordinating with Karl regarding publicity pictures and text and Zoom setup.

President's Report: Judith Izzo

- The policy amendments as emailed to board members were discussed (see attached). These changes regarding financial oversight will be included in the FOL Policy document and will not require Nathalie Johnston, as a county employee, to sign a document agreeing to FOL oversight of library grants made using the FOL 501(c)3 status. Board members agreed to change the word *audited* to *reviewed* in section 3 of the changes. **MSP** to amend the FOL policy document to include section 1 and 2 of the proposed changes and to include section 3 as amended to replace *audited* with *reviewed*.
- Summer outreach activities: reports on last year's efforts indicated that most of the people FOL volunteers talked to at the Saturday Market and Third Thursday already knew about the Dolly Parton Imagination Library and often already had children enrolled. Discussion resulted in letting the library, through its staff and programs, advertise DPIL. FOL will participate in any special events where there may be more opportunity to promote DPIL to families who might not be as familiar with this program. Question: will Oregon Community Foundation (a source of much grant money for DPIL) look unkindly on our doing less outreach? Fran didn't see this as a problem, especially if we look for special opportunities to advertise the program.
- Library Advisory Board actions regarding the complaint to County Commissioners about one book club: The Advisory Board has drafted a letter to the Commissioners stating the importance of free and open discussion in the library and citizens' First Amendment rights. The person complaining to the Commissioners is not a library patron and did not participate in the book club; he/she posted to Facebook asking friends to call the Commissioners to complain about a specific book espousing an idea he/she didn't agree with. Additionally, he/she wanted no library funds used to advertise or moderate such a discussion. The Commissioners have not officially responded at this writing.

- OHSU grant to South Suburban branch: actual activities don't start until late May. Money will be spent on Fitbits, snacks etc. - not much of the money has been used to date.
- Robot grant status: the grant has been funded for the robots which are on order

Committee Reports:

- **DPIL:** 1713 registered. 1843 Graduated. Those who joined DPIL when it first began are aging out now. **MSP** that FOL continue to support DPIL for the next year.
- **Bookie Joint:** Revenue varies widely. Otherwise, things are carrying-on as usual.
- **Volunteers:** Dona is still out on medical leave but has been handling scheduling and finding substitutes from home; that aspect seems to be going well.
- **Volunteer Thank You Event:** Judy very much wants this to happen. Gail and Dona have not been able to plan because of Dona's medical situation. A June date is now tentatively planned; more information will be forthcoming.

Library Director's Report: Nathalie Johnston

- Attendance in the library has dropped recently due to carpeting project which has denied sections of books to patrons. But circulation continues to increase.
- The Summer Reading Program (SRP) planning is well underway; the theme is "Find Your Voice". SRP extends from June 19 through August 31 with entertainers and other activities.
- The carpeting project is complete; books are being returned to repositioned shelving (lots of dusting going on too).

New Business:

- **MSP** to donate \$500 to Klamath Promise with no strings attached; Klamath Promise can use the donation in whatever way best suits them.

Meeting Adjourned at 14:24

Respectfully Submitted,
Elaine Deutschman, Secretary
Friends of the Klamath County Library

Policy changes discussed and voted on at the May 15, 2023 Friends of the Klamath County Library board meeting:

1. In duties of the treasurer, change section (d) to read: The Board Treasurer is responsible for reviewing and reporting to the Board on financials in both monthly and yearly reports. The annual report is presented at the September quarterly meeting. (Currently, section (d) reads: Prepare an annual report to be presented at the September quarterly meeting.)

2. After the **Audit** section of the Policies add section:

Financial Services and Oversight: As a non-profit 501(c)3 tax exempt organization which exists solely to provide support to the Klamath County Public Library in facilitating the actualization of its mission, the Board of Directors of the Friends of the Klamath County Library is responsible for the determination of grant mission appropriateness and the oversight including the tracking of funds received through grants and donations for the benefit of the mission of the Klamath County Library.

The Board may elect to have accounting services, tax return services, audits, and reviews by outside services.

The Board will also maintain the appropriate insurance for non-profit organizations.

3. The **Audit** section says: The Board of Directors shall ensure that the financial records, including investment funds, be ~~audited~~ reviewed by a CPA using the Agreed Upon Procedure Engagement (AUPE) method annually or in the same calendar year as a new Treasurer is installed.