

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

Meeting called to order at 13:31 by President Judith Izzo. Board members present: Jacek Berka (Zoom), Elaine Deutschman, Dorothy Hudson, Judith Izzo, Nathalie Johnston (*ex officio*), Fran McDermott (Zoom)
Absent: Dona Nelson (medical), Dorothy Shaw. Guest: Mickie Vandenberg

Secretary's Report: Elaine Deutschman

- **MSP** to approve the minutes of the 20 March 2023 board meeting. **MSP** to approve the minutes of the 15 March 2023 Membership meeting
- Correspondence: Incoming: One donation of \$300 from the Quota club of Klamath Falls. Outgoing: Thank yous to Quota Club and to two monthly PayPal donors to DPIL. No new memberships.
- Review of calendar items: May: **MSP** to pay post office rental fee when it's billed by P.O. At May board meeting, vote on whether to continue funding DPIL. June: Do we want to contribute to a Klamath Promise Scholarship as we have in the past? Decide at May board meeting.
- Update on costs involved with a membership update: Elaine provided an estimate of approximately \$289 for printing, envelopes and postage. **MSP** that FOL spend up to \$300 to get the materials needed to mail out update requests to nearly 200 Life members and unpaid "members" on our membership list. (After the meeting correction: the costs will be closer to \$200 due to a mix-up in printing costs with Staples.)

Treasurer's Report: Dorothy Hudson

- **MSP** to approve financial statements for March 2023 as presented to board members via email. Dorothy noted that we are still taking in more in revenue than we're spending. Our balance shows \$137,383.67
- The annual post office box rental of \$226/year has been paid (increase of \$16 from last year).
- Elaine noted that the amount debited against DPIL went over \$2000 for the first time; that amount indicates we may have more youngsters registered as our usual bills are more in the \$1780 - \$1800 range but certainly not the full amount - we assume Rippey Foundation is still contributing half. Nathalie says numbers change regularly with new registrations and graduates - the Dolly Foundation bills on the number registered on the day they do the billing & that number might have been up the day they billed.

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.
- Grant matters: the fact that the Rippey Foundation is still covering half the DPIL expenses means we have a bit of breathing room on the need for grants. Fran has been keeping an eye on grants things
- Elaine asked about the AEP6 survey Fran filled out. Fran isn't sure it will benefit us in any way; it is related to the tourism in the county. Nathalie thinks it was related to a grant the library got from a humanities organization. Questions asked for information much like grant applications require so it wasn't difficult to complete.

President's Report: Judith Izzo

- Jacek has written a MOU regarding the relationship between FOL and the Klamath County Library (KCL) in the matter of grant applications using FOL's 501(c)3 status. A draft of the MOU was sent to members with the documents for this meeting. Judy asked for questions or comments. We're only writing this MOU to be with KCL and no other individuals/organizations.
- This MOU will not be put into our Policy document but rather will reside in a folder in the FOL file cabinet. There will be a statement in the Policies that the MOU exists in the file cabinet.
- Judy asked Nathalie if she could sign this document; Nathalie responded that she can't sign it as it is a contract with the title it currently has. Fran asked if re-titling the document would then allow her to sign it and she concurred that would be possible. Jacek will re-title the document for the next board meeting.
- Judy's concern is that we have something on file that shows that we are providing oversight to grants that use our 501(c)3 status.
- Both Nathalie and Charla Oppenlander (if she gets a grant) track all expenses for the any grants KCL gets whether or not FOL's 501(c)3 is used.
- Only grant currently being tracked: Step It Up grant from OHSU.

- Question to Dorothy: the host non-profit, in this case FOL, is to use "a customary accounting method to account for funds". How should we account for grant funds? Should we use the "Grants" column currently in our Financial Statement? Should we begin accounting for the Step-It-Up grant in our Financial Statement? Nathalie reports that would be tricky as that is a library grant and is tracked in library accounting. She is willing to provide a final statement of the expenses associated with that grant for FOL's information at the end of the fiscal year. And what do we do with the \$242+ that reside in that account now? Why is it still there? Can we just move it to FOL checking? That money is left from an ancient federal grant - maybe more than 15 years ago - that had very little useful output. Dorothy suggests we close that account and move the funds to FOL's general account. **MSP** we close the Grant account and put the funds into the FOL general account.
- Accounting questions: The term "Audit" used in Bylaws and Policies really refers to a Financial Review and not the accounting process "Audit" which is much more thorough (and costly). Should we change the language in our policies to reflect the fact that FOL doesn't have an accounting audit? Dorothy says the term can be used informally and there's no problem with our using the term in our policies.
- Insurance renewals aren't due until June 18th; there will be no estimates until 30 days before payment is due. We'll hold on that until we get cost estimates.
- Business meeting at the end of the membership meetings? Informally decided we'd not include a business section at the membership meetings. But we have to vote on Board members - required by the state and our bylaws; this will be done at the close of the June membership meeting. This year, our June Board meeting precedes the June membership meeting which means we really won't know who will be on the Board for the coming fiscal year at the last Board meeting of the fiscal year when we're supposed to choose our officers for next year. Fran proposed that we do an email vote after the June membership meeting to elect officers for the coming year.

Committee Reports:

- **DPIL:** 1759 registered. 1796 Graduated. Our original plan was to serve one-third of the children in the county under 5 years of age which, from the 2010 census, was 4000; we have definitely done that.
- **Bookie Joint** (Elaine for Gail): Bookie Joint goes on and on! Not taking donations now due to discard volume from the library.
- **Volunteers:** Nothing as Dona is on medical leave but Polly Strahan has been taking care of volunteer substitutes well in her absence.

Library Director's Report: Nathalie Johnston

- Patron numbers have almost doubled since 2020. Lots of kids in the library and lots of kids' materials going out.
- National Library week has been announced by the County Commissioners for April 23 - 29. During April, free replacement of lost and damaged library cards (usually costs \$1.25).
- Carpeting should be completed by the first week of June.
- Bathroom remodel in the back of the library should be finished shortly - awaiting faucets.
- Library budget is before Commissioners tomorrow & Nathalie would like board members to attend if possible.

New Business:

- City-Fest? Elaine thought it might be a place to advertise DPIL but on checking the web page, the event is a Christian revival-type meeting and she doesn't care to pursue participating.

Meeting Adjourned at 14:27

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