

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

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

**Secretary's Report:** Elaine Deutschman

- **MSP** to approve the minutes of the 9 January 2023 board meeting.
- Correspondence: Incoming: Donations, OHSU grant, BJ manager requirements request, Chamber of Commerce monthly email, "Blue Avocado" through our non-profit insurance alliance - this month, tips on public speaking and fund raising. Elaine will send along any that look particularly useful.
- Donations & memberships: No new memberships; 2 recurring PayPal donations, \$50 to FOL in honor of Marlene Keppen, \$140 to DPIL. November appeal at just over \$3000 with a few less donors than last year when proceeds were \$3900.
- Review of calendar items: Judy has left a list of items she wants taken care of over the next few months - see discussions to follow. March: Slate of board candidates presented to members at March Quarterly. That meeting will have to be virtual because the library carpeting project will be underway.

**Treasurer's Report:** Dorothy Hudson

- ☐ **MSP** to approve financial statements for January 2023 as presented to board members.
- ☐ Registration of the organization has been completed with the Oregon Department of Justice
- ☐ Have resolved the automatic transfer from FOL to Program account so that will go forward automatically now. Additionally, we have transferred the \$1500 from the 2 quarters where that was not done.
- ☐ Elaine has set up access for Dorothy on the online business banking side of banking so she can get at transfers etc. online.
- ☐ Bottom line - we took in more than we spent which is always good.
- ☐ CD was renewed at the same rate - no increase even though Fed. has increased borrowing rates.
- ☐ Elaine pointed out that the annual transfer from FOL to DPIL didn't happen this year. In May of 2021, we voted to give DPIL \$10,000 for fy2021/2022 but that was just for that year; have never okayed a transfer for this fiscal year. Do we want to? Do we need to? Nathalie's projection of DPIL budgets included a \$10,000 donation. Board members briefly discussed how to handle this; the consensus is we transfer money when it's needed as right now, due to grants obtained, we will be able to support DPIL through the next 18 months. No use transferring if we don't have to. Nathalie did point out that it's good to show, when applying for grants, that FOL is supporting DPIL with funds.

**Vice President's Report:** Fran McDermott

- The March members' meeting will be given by Todd Kepple. Topic has not yet been set; Fran is letting Todd choose as his talks are always of interest. This will be a virtual meeting due to carpet replacement.
- Since Judy is not here but did send several items she wanted discussed, Fran wanted to discuss the first on Judy's list at this time as it pertains to what Charla Oppenlander will be asking of us shortly. Judy noted that the Board is responsible for the safeguarding and the tracking of the effective use of the financial resources of FOL as a non-profit organization. She wants to put in place more specific and clear mechanisms, agreements and documentation for our records. She is appointing a sub-committee of the Board to draw up this policy: Dorothy Hudson, Jacek Berka and Elaine Deutschman. The new policy should incorporate guidelines on communication around the initial decision to apply for a grant, what the grant money would be used for, to what account it should be assigned, and how those funds should be tracked. Nathalie currently tracks library grant funding closely; if those grants used FOL's 501(c)3 status, those records should be included in FOL's granting process. Judy's suggestions gave rise to Charla Oppenlander's presentation.

**Charla Oppenlander, Librarian, on grant application**

Charla would like to use the FOL 501(c)3 status to apply for a grant through the Oregon State Library to purchase Finch robots for use in library programs and to be checked out to classroom and home school teachers. It is very cumbersome to go through the Klamath County process to apply for grants and often, a grant deadline

is missed due to county processes. So Charla is requesting that FOL "apply" for this grant. All application processes and record keeping will be handled by the library. The robots allow students to learn to code to have the robots do a number of things (for info, see Finch robots online). There is a great deal of interest in robots and coding among students in the community. Charla has recently announced that an OIT professor will bring some of her loaner robots and work with kids to learn to program them; there are over 70 youngsters already signed up. **MSP** that FOL allow Charla to use the FOL 501(c)3 to apply for a grant to purchase 50 Finch robots, associated equipment, and supplies at a cost of \$15,674.50. Money must be spent by summer of 2024. Tracking and reporting will be carried out by library staff.

**President's Report:** Fran McDermott in Judith Izzo's absence

- Has Rippey Foundation continued to support our DPIL program? Nathalie reports they have paid their half of the latest invoice so apparently, they're still supporting us.
- Two more committees that Judy wants to appoint. (1) The Volunteer Thank-You Event scheduled for April in connection with National Library Week to which Judy is appointing Dona Nelson and Gail Brock. Plans should be ready to share at the March board meeting (but Dona will be out for surgery from Feb. 27 through March - she'd like to be involved in the planning, however). Nathalie pointed out that carpeting may still be going on so she's not sure the community room will be available in April; she suggests we postpone and perhaps hold the event out on the deck in warmer weather in May. There is support for that. (2) Nominating Committee: Judy is appointing Dona Nelson and Betty Shaw to this committee. Dona will be unavailable and Betty is absent so this committee is in limbo for now. One source of possible board members would be Bookie Joint volunteers. Dona will send out an email to the BJ volunteers to see if there's interest. Elaine will respond to anyone who responds to the FOL gmail box.
- Two bills in Oregon State Legislature regarding DPIL and state funding are currently in committee. Judy will be in contact with sponsoring legislators regarding these.
- Judy wants job descriptions updated and completed. There are several on the Google drive - they should be reviewed for completeness and to be sure all that are needed are there.

**Committee Reports:**

- **DPIL:** 1754 registered. 1712 Graduated. Everything "moneywise" looks OK for now as Rippey is still paying half our costs.
- **Bookie Joint:** Bookie Joint continues. Gail is taking a few donations now but once the library carpeting gets underway, there will be many more library discards to incorporate so donations will again be put on hold. Revenue was low for awhile but has picked up lately. Selling non-fiction for 25 cents doesn't bring in a lot of money!
- **Volunteers:** Need someone to be available to take calls from BJ volunteers who need a substitute while Dona is out for surgery. Fran will ask Polly Strahan who's done it before. Dona will send out the schedules for March and April before she goes into the hospital.

**Library Director's Report:**

- Circulation is now back to where it was before the pandemic and patron use is climbing as well.
- Other half of the library will be carpeted starting in March; books will be moved here and there and there will be disruptions but planning for this has been completed and hopefully, disturbances will be minimal.
- The old janitor's closet in the back of the library will be renovated and access to that area for the public will be discontinued.
- Summer reading program planning in full swing; staff are purchasing items for craft programs etc.
- Budget hearing for the library is in April; date/time will be communicated and Nathalie would like folks to come for support.

**New Business:**

- KCC is opening a child care center. When it's up and running, we should ask to at least put DPIL registration forms somewhere there.

Meeting Adjourned at 14:27

Respectfully Submitted,

Elaine Deutschman, Secretary  
Friends of the Klamath County Library