

Mount Vernon Library
Annual Meeting Minutes
January 14, 2013
5:30 p.m.
FireStation #3 at 4701 E. Division St.
Mount Vernon, WA

Attended by Marija Anderson, Peter Goldfarb, Sara Holahan, Troy Kunz, Harold Page, Sara Patton, Kelly Reep, Chuck Smith, and Brian Soneda. Guests: Carmen Bruner, Kathy Combs, Mark Hulst, Tim Manns, Pam Methner, and Sharon Sackett.

I. CALL TO ORDER: President Harold Page called the meeting to order at 5:30 and welcomed all to the second annual meeting of the Mount Vernon Library Foundation. Guests were introduced.

II. MINUTES: Marija Anderson made a motion to approve the minutes; Peter Goldfarb seconded and the motion carried.

III. TREASURER'S REPORT: Pam McNaughton was unable to attend but had previously distributed the Financial Report by email. Chuck Smith made typographical corrections to the report but stated that the balance of \$7739.22 remained the same. Harold explained that these funds represented money received from membership fees and other small donations to be used for day to day operations of the Foundation. Funds for the construction of a new library were separately held by the Skagit Community Foundation.

IV. Summary of Foundation Progress

A. Harold Page gave a summary of progress made by the Foundation in 2012, noting that our application as a 501 (c) 3 non-profit organization had been approved so that all donations, including membership fees, would henceforth be tax-deductible. He also noted that we now had a logo and graphic identity, thanks to the pro-bono efforts of Dan Parkin.

One of the most significant actions taken by the Foundation this past year was the approval of funds from the Sonya Beard donation for a feasibility study of the Higgins property, currently owned by the City of Mount Vernon. The study will determine whether or not a library could be built on this particular parcel of land. These funds are to be added to other funds to help pay for the study. Kathy Combs stated that this parcel of land had long since been identified as a good location for a new library and was glad to know that a study was currently underway to determine whether or not the land would support such a facility.

Harold reported that the Mayor has been very supportive of the idea of a new library. Councilman Mark Hulst concurred, stating that the entire City Council was supportive and wanted to do whatever they could to further the process.

Harold then explained that at the beginning of 2012, the Board of Directors created three committees to look into various aspects of operating the Foundation to better reach our goal of raising funds for a new library. He then introduced the chairs of each committee to give their reports.

1. Strategic Planning: Sara Patton handed out copies of the Strategic Plan and noted that it was broken down into 4 major categories. The Vision and Mission Statements describes our primary mission of helping to raise funds for the building of a new library for Mount Vernon. The Values Statement describes the internal operational values we hold as a group. An analysis of the strengths and weakness, both internally and externally, describes the obstacles and support systems we face in our efforts to build support and raise funds for a new library. And finally, a step by step list of goals and objectives of what we must do to reach our final goal. She stated that in the coming year, we will specifically address those goals and strategies in order to move forward.

2. Board Building and Membership: Sara Holahan reported that her committee had focused primarily on filling out vacant board positions with individuals who had expertise, contacts and experience in community service and to expand the overall membership of the Foundation. To that end, a membership letter has recently been sent to over 70 households inviting them to

join the Foundation and has already received many positive responses. She also noted that her committee had submitted the request for 501(c)3status. In reviewing the By Laws, she recommends changes to better describe membership status and differentiate between the general membership and the Board of Directors. Sara is also working to develop a webpage for the Foundation and asked for those with any expertise to assist.

3. Communications: Kelly Reep reported that she and Peter Goldfarb had discussed ways of getting the word out about a new library and ways to get public input. The February event will be the first official affair to bring attention to the Foundation and efforts to build a new library.

V. Old Business

A. February Event/Video Presentation: Kelly Reep brought us up to date on plans for the February "celebration" to be held at Max Dales on February 22. The purpose of the event is to bring public attention to the Foundation and its efforts to build a new library for Mount Vernon and to spark an interest in the project and in the Foundation itself by influential people in the community. Approximately 150-200 active community leaders and supporters will be invited. The Mayor has already agreed to attend.

The invitation list is currently being finalized and Kelly is working on the invitations. She noted that we hoped to have an upscale event but because our budget is somewhat limited, we need to be as cost effective as we can be. Kelly asked for opinions about RSVPs and the consensus was that email or phone calls back to the library would be preferable to sending pre-stamped RSVP cards.

The program would also have a talking piece and a brief video presentation that would feature one of our local school teachers talking with several children about how neat libraries are and what they like best about them—the concept being that libraries are not just for the present but for future generations as well. The video could also be used by Mount Vernon TV and possibly be expanded in the future as a fund raising tool.

Harold explained that with the video and the event itself, we are trying to build on the idea that individual support for a new library would be an opportunity to leave an important legacy to the community. He noted that municipal libraries, along with city halls, were often the symbols of the municipal pride and city identity and that Mount Vernon deserves to have a library worthy of our community.

VI. New Business

A. Annual Board Elections: Sara Holahan stated that the members of the Board of Directors, selected from the membership at large, served 3 year terms but that since we were just starting out, the terms were staggered to allow for overlap. This year the terms of Troy Kunz and Sara Patton expires and those positions and others were thus vacant. Sara Patton, the head of the Nominating Committee, suggested that they be re-nominated to the Board along with Suzanne Gilbert who had previously agreed to serve. The floor was then opened for additional nominations. Sara Holahan nominated Kathy Combs, seconded by Chuck Smith. Sara Patton made a motion that all four be added to the Board of Directors, and Chuck Smith seconded. The motion carried unanimously.

Sara Patton then put forth the following slate of officers:

Harold Page: President

Marija Anderson: Vice President

Sara Patton: Secretary

Chuck Smith: Treasurer

The floor was again open for additional nominations. Peter moved that the slate be accepted, Troy seconded and the motion carried.

B. By-laws Review and Update: Sara Holahan suggested changes to the By Laws to make them more understandable and to address the problem of absenteeism on the Board. Under Article I, Membership 1. Active Members, she suggested deleting the last sentence "The Board of Directors may elect such persons at any meeting thereof, without notice, upon request of the prospective member." She also recommended adding "The annual membership contribution fee will be set by the Board of Directors." Currently the membership fee is \$35.

Secondly she proposed adding an additional sentence to Article III, Board of Directors, 5.

Vacancies. "A position will be considered vacant if a director has more than three consecutive absences from regularly scheduled meeting, unless, under a recommendation of the Executive Committee, the director is allowed to remain on the Board. The Board of Directors shall notify the director of his/her removal from the Board for non-attendance." Sara made a motion to change the By-Laws as suggested above, Harold seconded and the motion carried.

C. Annual Budget: Chuck Smith distributed a proposed budget for 2013, noting that expenditures for events may be somewhat higher and could be changed later when we have a better understanding of the costs. He also stated that he would be reviewing the budget with the Board at the 6 month point to see if it needs revision at that time. Troy Kunz made a motion to approve the proposed budget, Kelly Reep seconded, and the motion passed unanimously.

D. Planned Giving Letter: Troy Kunz handed out a draft letter to be sent to area financial advisors, CPAs, and attorneys asking them to advise their clients of the opportunity to leave gifts to the Library Foundation. Troy noted that if anyone had suggestions for additional wording for the letter to let him know via email. Sara Patton will send him the letter-head logo.

E. Library Director's Report: Brian Soneda reported that, according to City officials, the initial parts of the site study of the Higgins property would happen as early as February and that we should soon after know whether enough of that property was suitable for building a library/community center and parking for that facility.

The next Foundation meeting will be held Monday, February 11, at 5:30 pm. Sara Holahan agreed to check the availability of the Fire Station so that we could continue to meet there. Brian will let the Skagit Community Foundation know that we will no longer need to use their facility.

There being no other new business or comments and questions, the meeting was adjourned at 6:35 p.m.

Respectfully submitted,
Sara Patton, Secretary