

Mount Vernon Library Foundation
Meeting Minutes, May 20, 2013 at 5:30 p.m.
Skagit Community Foundation Offices
1003 Cleveland St., Mount Vernon, WA

Board of Directors Present: Marija Anderson, Kathy Combs, Peter Goldfarb, Sara Holahan, Harold Page, Chuck Smith, Brian Soneda.

Board Members Absent: Troy Kunz (at Rotary board meeting the third Thursday of the month), Sara Patton, Kelly Reep.

Guests: None

I. Call to Order: President Harold Page called the meeting to order at 5:35 p.m.

II. Minutes – Marija made a motion to approve the minutes as submitted; Chuck seconded. Motion carried unanimously.

III. Treasurer’s Report – Chuck Smith handed out the Treasurer’s Report and reported that one couple paid their membership dues, that being Charles and Karen Wend, in the amount of \$35.00.

Our beginning bank balance as of March 31, 2013 was \$6,815.51 with \$0.60 interest earned on our checking account. Our expenses were:

Sara Holahan – envelopes reimbursement	\$11.35
Sara Patton –foam display boards reimb	<u>\$38.42</u>
Total Expenses	<u>\$49.77</u>

Checking Account Bank Balance as of April 30, 2013 was **\$6,801.34**

□
Chuck also reported that form 990-N was filed with and accepted by IRS on 4/17/2013 for the reporting year 2012. This form is required to be filed for non-profit organizations that have earnings under \$25,000, which was our case.

IV. Agenda Preparation Inquiry – Marija asked Harold for an explanation of how the agenda was set. Harold explained that Sara Patton usually sets the agenda based on the previous month’s minutes and order of the agenda. If, during the month before the next meeting, any additional items/changes need to be added or made to the agenda, they are made to the agenda.

V. Old Business

A. Video Presentation – Harold Page (video was not totally completed, hence no final report was available.

B. 2013 Board of Directors Election Confirmation

There was some confusion regarding the term of office for the Board of Directors, some of which ended in 2012. Sara Holahan noted that the Foundation By-Laws state that the Foundation members elect a board of directors annually from the membership for three year terms and that initially the terms would be staggered to allow for continuity. Kathy Combs and Suzanne Gilbert were also elected as new members to the Board. The terms are as follows:

Terms expiring in		
<u>January 2014:</u>	<u>January 2015</u>	<u>January 2016</u>
Peter Goldfarb	Marija Anderson	Kathy Combs
Sara Holahan	Troy Kunz	Suzanne Gilbert
Chuck Smith	Sara Patton	Harold Page
_____	Kelly Reep	_____
_____	_____	_____

The officers elected for a term of one year for 2013 were:

Harold Page	-	President
Marija Anderson	-	Vice President
Sara Patton	-	Recording Secretary
Chuck Smith	-	Treasurer

C. Membership Committee – Sara Holahan

Up to this point, Sara Holahan has been doing membership tasks such sending out membership letters, writing thank you notes to acknowledge receipt of their membership fee of \$35, and maintaining the roster of the membership list. At our last meeting, a motion was made but tabled to create a new position on the Executive Board for the Membership Chairperson. A change to the By-Laws will be made at the next annual meeting. In the meantime, Kathy Combs was unanimously elected as the new Membership Committee Chair, which she accepted. She will meet with Sara Holahan to get the better understanding of rules/regulations of her new chair position as the membership committee chair and develop a job description for the position.

Kathy hopes to create a newsletter to have an outreach with our membership. The newsletter might also improve our attendance. The members are always welcome to attend any or all of our meetings, but especially are encouraged to attend our annual membership meeting. We also need to do more outreach to service groups in Mount Vernon.

Peter pointed out that new members should be encouraged to become involved quickly so that their ideas and talents could be put to use. A reminder was made that Susan Gilbert and Laurie Jarolimek who represents the MV Lions Club should be invited to our June 10th meeting.

D. Donor database software – Kelly Reep

Kelly was unable to attend but Sara Holahan reported that the new intern, Paulo did a mail merge of membership lists and compiled a list of financial planners in the Skagit County. Kathy Combs will talk to Kelly Reep to see what type of software would be best to use maintaining membership files and donations.

E. Letters to Financial Planners: In February, Troy Kunz prepared a letter to be sent to area financial planners urging them to discuss with their clients the possibility of including the Mt. Vernon Library in their estate plans. The letter noted that the Mount Vernon Library Foundation is a 501© (3) nonprofit corporation making their donation tax deductible. It also point out that their clients could

- Create a personal legacy at the City Library
- Earn income and lower taxes
- Reduce estate taxes for their heirs

Twenty letters were sent out to financial planners who do estate planning. **Thank you Troy for you contribution.**

E. Other Old Business – Peter asked if someone the SV Herald had been invited to report on our MV Library Foundation “Leave a Legacy” event. Sara Holahand said that she talked to the SV Herald afterwards about the event and there was a small write up in the paper about it.

Chuck Smith reported that Sara Patton was authorized to convert the photo display boards to permanent displays for future use.

VI. New Business

A. Library Director’s Report - Brian Soneda reported that he and City of Mount Vernon’s Community & Economic Development Director Jana Hanson attended a Library Journal Design Institute. The event was hosted by Seattle Public Library. There were six different architectural firms with

strong library building experience and over a hundred library representatives present. Mount Vernon's project was one of the six projects focused on in breakout sessions.

Brian explained that he and Jana presented the project to the architects and librarians and explained that we are interested in building a new library probably in conjunction with another City entity like the Parks Department. We are hoping to build the new library on property that the City already owns. While the City cannot yet finalize where the new library will be located, the architects and librarians in Brian and Jana's group were able to give us some suggestions, providing five or six priorities that would be of interest to us in our new library. Some examples: Public meeting rooms, space is a priority. Have additional middle size rooms and small ones for study rooms. Ideas on "how do you renovate an old building, and utilize it as a smaller library"? How can one utilize the library best, due to our local climate?

There was also discussion of the difference between building a 25,000 Sq Ft library vs. 40,000 Sq Ft library. We need to rely on community experts, but consultants can help us a great deal. Also one has to take into consideration the maintenance requirements of a new library, heating expenses, less staff and insurance costs.

Brian shared an observation about the visit to the downtown Seattle Public Library branch, calling it a destination library. And while "it is internationally accepted" as an architectural marvel, it has problems with many urban issues. Security is very important. Libraries are refuges. At the Seattle library Brian and Jana noted many homeless people on every floor and also a guard on every floor.

Brian noted that to date the City has not retained an architect. A consultant needs to be retained ASAP and further study is needed to get some questions answered for us before the City retains an architect.

The board of directors asked if we have any news from the mayor yet. Brian said no, but noted that Jana is working on it. For example, we need to know exactly how many acres of property the City currently owns is buildable land. Also asked was if we have funds to do some of these studies and start doing these studies in 2013.

B. Job Corps Intern – Sara reported that in addition to the mail merge and sending out the Planned Giving, that the intern has been helping with the website. We need to look at the money making button capability also.

Brian and Harold agreed that they should meet with the mayor before the next Foundation meeting to talk about progress so far and possibilities for the future.

C. Other New Business - Summer Meetings. Do we need to meet during the summer?
Harold reported that he will need to be off during the month of July and encouraged us to have a June meeting and no meeting in July or August.

VII. Adjourn – There being no other new business or comments and questions, the meeting was adjourned at 6:40 p.m.

VIII. Next Meeting - Monday, June 10th, 2013 at 5:30 p.m., at the Skagit Community Foundation offices.

Respectfully submitted,

Marija Anderson
Secretary Pro-Temp