

Friends of the Ontario Community Library, Inc

(Established as Friends of the Malheur County Public Library, Inc 03/11/1987)

Meeting Minutes – Board Meeting

Date: November 13th, 2025

Meeting was called to order at 1PM by Christina Paulsen, President.

Meeting Attendees:

Christina Paulsen, President
Mary Christensen, Vice President
Lisa Reeser, Secretary
Sheryl Yano, Treasurer
Darlyne Johnson, Library Representative

Guests: Diana Yano, Linda Erlebach, Cindy Vincent

Agenda

The agenda for this meeting was published November 6, 2025. Mary Christensen made a motion to adopt the current agenda; Paula Roberts seconded the motion. All present voted in favor; the agenda was adopted.

Minutes

Draft meeting minutes from October 9th, 2025 were emailed to all who were present at the meeting. Lisa Reeser made a motion to adopt the October 9th, 2025 meeting minutes, Sheryl Yano seconded the motion. All present voted in favor; the minutes were adopted.

Financial Update

- Overall Finance Balances
 - Sheryl Yano presented the Treasurer's Report, outlining the Rogue Credit Union accounts, the 1st Security Bank account and showing that the E*Trade account was officially closed on 9/5/2025. The board would like to put the remaining Stowe Endowment Fund account money at 1st Security Bank into a CD, but they realize the need to keep some in the regular business money market account to pay for any necessary Stowe Endowment Fund committee financial needs. Paula Roberts made a motion to approve Sheryl Yano and Lisa Reeser open a CD at 1st Security Bank and transfer \$75,000 from the business money market account into the CD. Christina Paulsen seconded the motion and all present at the meeting voted in favor.
 - According to the person Sheryl Yano spoke with at 1st Security Bank, the Friends of the Library board needs to be able to show monthly activity in the checking account in order to open said CD. Paula Roberts suggested making a consistent monthly payment to the Ontario Community Library as a donation, instead of a lump sum one time a year. The board agreed to revisit this suggestion.

Old Business

- Update of Stowe Endowment Account
 - The Trust Corpus will remain intact per the by-laws, 20% of the earnings will be put back into the account. There will be no co-mingling of funds between the

Stowe Endowment Account and other library monies.

- Stowe Endowment Fund Committee
 - Bruce Peterson, a local CPA, has been in contact with Christina Paulsen and he is out of the country until November 17th. Christina Paulsen made a motion to consult with and ask Bruce Peterson if he's available to hire as a CPA for the Friends of the Library Stowe Endowment Fund Committee and to manage the accounting for the funds. Mary Christensen seconded the motion. All present voted in favor.
- 2025 Membership Drive
 - As of 11/13/2025, \$760 has been collected for the membership drive.
- Friends of the Library Records
 - Christina Paulsen has finished organizing the records and they will be stored in the basement at the Ontario Community Library. Thank you Christina!
- Friends of the Library Email and Facebook Accounts
 - Christina Paulsen is the host for the Friends of the Library Facebook account and has access to the email account. Mary Christensen said she will meet with Doreen Jones to get an overview of what needs to be done for each account. She will let the board know if she's interested in taking it over or not.
 - The Friends of the Library Facebook account should show support of what the library does, post community events, try to get interaction with members and community members, and increase exposure of the library events.
- Trunk or Treat Event
 - The Trunk or Treat at Four Rivers Cultural Center went well! Sheryl and a friend were there to hand out books and said there was a constant line and kids loved getting the books. Everyone agreed to do it again next year.

New Business

- Holiday Gifts for Library Staff
 - There are 10 staff members at the Ontario Community Library. The board would like to put together little gifts for the staff again this Christmas season. These are the current employees: Doreen, Bev, Valerie, Jill, Jamie, Everett, Darlyne, Tarrek, Bulah, and Anne. Last year the gift bags included a \$10 Bi-Mart gift card, various food items, corn puffs, etc. Sheryl Yano and Paula Roberts volunteered to work on putting these together, with Mary Christensen's help. Lisa Reeser volunteered to make the caramel puffs again, the other members asked them to give us all a heads up with what they'd like us to do and help with.
- Member at Large suggestions
 - Diana Yano, Cindy Vincent, and Linda Erlebach expressed interest in joining the Friends of the Library Board as members at large, so Christina Paulsen invited them to attend our meeting to introduce themselves and ask questions if they had any. Christina Paulsen also read a letter from Tori Wilson, who was unable to attend the meeting but also had interest in a member at large position. After the meeting, the board voted unanimously to ask the 4 women to join the Friends of the Library board; Diana Yano, Cindy Vincent and Linda Erlebach as members at large with a vote and Tori Wilson as a member at large, but a non-voting position since she is unable at this time to make the current meeting time work with her working schedule.

- Upcoming Library Events
 - Local Author Night – April 9th, 2026
 - Winter Reading Program – will begin on January 19th, 2026 for 8 weeks. Darlyne Johnson will let us know if there's anything we can do to help.

The next meeting is on February 5th, 2026 at 1:00PM at the Ontario Community Library. Happy Thanksgiving, Merry Christmas and Happy New Year!

Lisa Reeser made a motion to adjourn the meeting; Paula Roberts seconded the motion. All present voted in favor.

Adjournment: 2:30 PM

Respectably submitted,

Lisa Reeser
Friends of the Library Secretary

Friends of the Ontario Community Library, Inc

(Established as Friends of the Malheur County Public Library, Inc 03/11/1987)

Addendum to the November 13th, 2025 Meeting Minutes

Date: November 17th, 2025

Meeting Attendees:

Christina Paulsen, President

Lisa Reeser, Secretary

Sheryl Yano, Treasurer

Paula Roberts, Membership

Guests: None

On November 17th, 2025, some of the Friends of the Library Board members, including Lisa Reeser, Christina Paulsen, Sheryl Yano and Paula Roberts, met with a personal banker at 1st Security Bank in Ontario, Oregon at 9:00am. They met to address the motions made in the November 13th, 2025 meeting minutes regarding the Stowe Foundation Funds. They are as follows:

- The board would like to put the remaining Stowe Endowment Fund account money at 1st Security Bank into a CD, but they realize the need to keep some in the regular business money market account to pay for any necessary Stowe Endowment Fund committee financial needs. Paula Roberts made a motion to approve Sheryl Yano and Lisa Reeser open a CD at 1st Security Bank and transfer \$75,000 from the business money market account into the CD. Christina Paulsen seconded the motion and all present at the meeting voted in favor.
- According to the person Sheryl Yano spoke with at 1st Security Bank, the Friends of the Library board needs to be able to show monthly activity in the checking account in order to open said CD. Paula Roberts suggested making a consistent monthly payment to the Ontario Community Library as a donation, instead of a lump sum one time a year. The board agreed to revisit this suggestion.

The action items completed at the bank included opening a non-profit (no fee) business checking account, which is required to have a CD open with a bank, with \$5,000 in it and opening a new 6-month CD (3.76% interest) in the amount of \$75,000. The \$5,000 and \$75,000 came from the FoL's business money market account at 1st Security Bank, which had Stowe Endowment Funds in the amount of \$102,667.21. All present were in agreement about the action items being completed.

Respectably submitted,

Lisa Reeser

Friends of the Library Secretary