

## **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: September 4<sup>th</sup>, 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  
Pamela Helfrich, Membership  
Darlyne Johnson, Library Representative  
Paula Roberts, Member at Large

Guests: None

Agenda

The agenda for this meeting was published September 2, 2025. Sheryl Yano made a motion to adopt the current agenda; Pamela Helfrich seconded the motion. All present voted in favor; the agenda was adopted.

Minutes

Draft meeting minutes from August 14, 2025, were emailed to all who were present at the meeting. Pamela Helfrich made a motion to adopt the *August 14, 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, which outlined the account totals at Rogue Credit Union, 1<sup>st</sup> Security Bank and the Stowe Endowment Fund (E\*Trade). Mary Christensen made a motion to approve the treasurer's report; Christina Paulsen seconded the motion. All present voted in favor.

Old Business

- Update of Stowe Endowment Account/Finance Committee By-Laws
  - Christina Paulsen organized the Friends of the Library storage boxes that have been stored at the library. She was able to find information regarding the Stowe Endowment Fund account for the past several years and has created a spreadsheet to show the earnings, Friends of the Library earnings received and donations to the Ontario Community Library. There are several missing numbers, so she has asked Darlyne Johnson to find the amounts given to the Ontario Community Library by the Friends of the Library over the last 10 years. Based on the information Christina compiled, on past treasurer reports and meeting minutes, and in comparison to the December 31, 2024, Stowe Foundation

reconciliation presented by Tom Butler, there are still two amounts, equaling approximately \$33,000 in the E\*Trade account waiting to be distributed to the Friends of the Library from years past.

- The board agreed it is time to move the money out of the E\*Trade account for ease of managing the funds moving forward and because Tom Butler, who has been performing those duties, is ready to retire. Sheryl Yano made a motion to withdraw the Stowe Endowment funds from the Morgan Stanley E\*Trade account as soon as possible and follow a process to distribute the monies into regional bank CD's with staggered maturation dates. Paula Roberts seconded the motion; all present voted in favor.
- Sheryl Yano has researched possible ways to invest the Stowe Foundation funds after withdrawing the money and closing the Morgan Stanley E\*Trade accounts. She presented a few CD options from local banks. To keep the monies insured, we can have up to \$250,000 in each bank. Some options are US Bank, Rogue Credit Union, 1<sup>st</sup> Security Bank, Bank of America, Washing Federal, Umpqua, Chase and ICCU.
- Pamela Helfrich made a motion to contact Tom Butler to set up a meeting, with at least 2 Friends of the Library board members present, to discuss starting the process of moving the Stowe Endowment Funds out of the Morgan Stanley E\*Trade account. Lisa Reeser seconded the motion, all present voted in favor. Christina Paulsen will reach out to Tom Butler to set up a meeting time at the library. Once a time is decided upon, Darlyne Johnson will set up the laptop and projector so all present can see the computer.
- The board will need to find three members to join the Stowe Endowment Committee, whose responsibility is highlighted in the By-Laws for the Endowment Fund. The board and this committee are responsible for keeping track of the corpus trust (the minimum amount that was given originally must always be intact) and managing the records each year.

#### New Business

- Tator Tot Festival
  - Pamela Helfrich made a motion that the Friends of the Library do not participate in the Tator Tot festival moving forward. Mary Christensen seconded the motion; all present voted in favor.
- Story Time Book Request
  - Sherri Hironaka reached out to see if the Friends of the Library would support the Story Time Book event put on for kindergarteners county-wide as we have done in the past. Her request was asking the Friends of the Library to contribute a specific book to each of the students' classrooms. The event is Tuesday, September 16<sup>th</sup> at the Four Rivers Cultural Center. Pamela Helfrich made a motion that the Friends of the Library provide 24 books, one for each kindergarten class that attends, in the amount of \$252.24 by reimbursing Sherri Hironaka. Mary Christensen seconded the motion; all present voted in favor.
- Review of August's Backpack School Supply Party at Ontario Community Library
  - The Friends of the Library donated \$382.60 towards the Ontario Community Library's backpack school supply party on August 8th. There were filled backpacks

provided for 143 kids in the community. The board agreed that we would like to continue to support this event in the future, as it directly involved literacy and kids in the community.

- The 2025 Membership Drive is coming up and will take place during the November meeting. Christina Paulsen will put on the agenda for the October 2<sup>nd</sup> meeting and Pamela Helfrich will gather all the supplies. The board was asked to brainstorm future members and bring names to the October meeting.

#### Notes/New Actions

Next meeting is on October 2nd at 1:00PM at the Ontario Community Library.

Christina Paulsen made a motion to adjourn the meeting; Pamela Helfrich seconded the motion. All present voted in favor.

Adjournment: 2:31PM

Respectably submitted,

Lisa Reeser  
Friends of the Library Secretary