

Friends of the Library Governing Board Meeting
November 17, 2009
6pm, Rm. 211
Minutes

Members Present: Dr. Pat LaGrow, Dr. Bonnie McNeely, Dr. Cheryl Frech, Dr. Mike McKaig, Mr. Larry Musslewhite, Dr. Lee Tyner, Ms. Elizabeth Brown, Dr. Randall Ice, Mr. Chris Domanski, Ms. Gwen Dobbs.

Members Absent: Dr. Pam Washington ,Dr. Gabriel Rupp, Dr. Debbie Barker, Dr. Elaine Bartgis, Dr. Tim Baughman

I. Welcome and Round Robin:

The meeting was called to order at 6:10 and board members shared recent news and activities.

II. 1. Old Business:

The minutes from the February 24th, 2009 board meeting were approved with one amendment. Dr. Ice moved to accept the Minutes and Dr. Frech seconded.

III. New Business:

1. Executive Director's Report

Dr. McNeely reported on the new extended hours on the first floor of the library, improvements to the first floor (carpeting and furniture) and the purchase of new study carrels and task chairs. Electrical outlets are also being added along the walls of the 3rd floor quiet study area. Dr. McNeely introduced the LibQual Survey results with exposition on the target charts and user comments. Discussion included how gifts to the Library and gifts of journals are handled, and possible future budget challenges for journals and electronic collections.

2. Treasurers Report:

Foundation spendable account: 2008 closed with a balance of \$26,168.36 in the UCO Foundation. Deposits through November 9th, 2009 totaled \$13,601.01 in memberships and book sale proceeds. Expenses through November 9th, 2009 totaled \$5314.54 (with part of \$569.28 pending for mailings reimbursement—to be paid partially by the Foundation 5% fee and partially from this account) Balance as of November 9th, 2009 is \$38,231.61.

Foundation endowment account: Deposits through November 9th, 2009 totaled \$2,249.64 in memberships and book sale proceeds. Merrill Lynch Administration fee of \$4.91 paid in June 2009

Earnings Distribution of \$22.21 paid to the endowment spendable in June 2009. This amount will be rolled back in to the endowment in January.

3. Membership Report:

Current membership of the FOL is 149. Membership is up but the size of contributions is down slightly. --Follow up on the March Membership Drive through payroll deduction- in 2008 there were 26 participants that pledged \$372.46/mo totaling \$3,843.80 for the year (some are one-time contributions). In 2009 the number of participants increased to 29, who pledged \$316.49/mo, totaling \$3,183.10 for the year (again, there are a few one-time contributions). Discussion of methods to increase membership included special events-particularly the Big Read or fundraising events, Friends membership benefits, and assistance from a business consulting class on how to grow support.

4. Events and Grants:

Fall Programming

September 1st, 2009, Passport UCO Speaker, Dr. Jessica Sheetz-Nguyen: 83 attendees

September 3rd, 2009, Passport UCO Speaker, Dr T. H. Baughman: 45 attendees

October 27th, 2009 UCO Debate Team Demo: 41 attendees

November 19th, 2009, Re-Evolution reception: 185 invitees

Spring Programming

Possible speaker in February (Jim Beaver)

March Membership Drive

Student Essay Contest "Libraries & You": Publicity out, judges needed.

Entries due March 31st, 2010

Faculty Grant Applications due March 31, 2010.

2010 Annual Book Sale: April 16th, 17th, and 18th

FOL Awards Reception April 22nd, 2010, 3pm

5. FOL Annual Budget:

Friends of the Library of UCO 2010 Proposed Budget is \$5943, including the addition of the Chambers Library Fellows program. Breakdown is \$3,850.00 for programs, \$1205.00 for advertising and publicity, and \$888.00 for communications. However, the budget is always estimated high and actual costs will most likely be less than that figure. Gwen pointed out the rising cost of print ads and suggested all future ads be in black and white.

- a. Dr. Ice presented a proposal to create a new program called Chambers Library Fellows wherein the FOL would fund annually 1 \$250 award for a UCO student and 1 \$500 award for a scholar to subsidize the costs of travel and use

of the collections at the UCO Chambers Library Archives and Special Collections. The awards would be managed as the Faculty Grants and Student awards are managed with the board assisting in reading applications and award decisions. Guidelines and application forms will be forwarded to the board for approval. Dr. LaGrow moved to accept the program proposal and Dr. Frech seconded.

- b. Honor With Books—tabled for email discussion

6. Next Meeting Date:

The Spring Board meeting was set for Tuesday, February 16th to allow time to plan for the March Membership Drive. A lunch meeting was suggested rather than one in the evening.

IV. Other Business

- 1. Vice-President Nominations/Vote**—tabled for email discussion

V. Adjournment:

Meeting adjourned at 7:50pm, with the last two items on the agenda to be discussed via email.