

Friends of the Library Governing Board Meeting
March 25th, 2004
Chambers Library, Rm. 212

Minutes

Members Present: Dr. Brent Wendling, Denise Lozeau, Larry Musslewhite; Dr. Bonnie McNeely

Members Absent: Michele Baker, Mike Washington, Pam Washington, Gwen Dobbs

Guests: Carol Ihrig and Lauren Donaldson

Handouts: Agenda, Minutes, Reports: Treasurer's, Membership, Coffee, Event proposal, Newsletter proposal, Draft Newsletter, Book purchase draft, Fund disbursement form.

The meeting was called to order at 7:00pm. Those present introduced themselves and were given the opportunity to update the committee on personal and/or professional activities.

November 11th, 2003 Minutes was approved as stands.

A discrepancy has been found in the Foundation account. Gwen is checking on it.

What options are there to put FOL money in an interest bearing account? Certain Foundation accounts receive 4% interest. What time lag would occur when asking for disbursements if Friends money were moved to an interest bearing account?

A letter beginning "I am shocked that you are not an FOL member..." came to Brent's mind and began a new member solicitation discussion. He suggested offering free membership to new faculty at the August 16th, 2004 Faculty orientation and then billing new members in January. It would only cost a prorated member fee from August through December. This would affect 30-40 potential memberships. Contacting Prospective Student Services to inquire about possibly adding an FOL brochure and newsletter to their recruitment packet is another idea.

Since Lynn Musslewhite was unavailable for a spring 2004 event, Jane proposed that Dr. Robin Myers could read from his book *Morning Sun on a White Piano: Simple Pleasures and the Sacramental Life*. The group looked at different time scenarios and would like to see if Dr. Myers would be available the Saturday afternoon of the FOL Book Sale.

Next topic was the proposal to establish a budget line item for annual costs such as speaker honorariums, room/board, postage, coffee, etc. The board voted and all present were in favor of a \$1000.00 line item added to the budget for this purpose.

Citizens Bank offered to provide half the cost for a Friends newsletter. Brent suggested they may be willing to cover the entire amount.

Brent asked how the library plans to promote the book sale. Two advertisements will be placed in The Vista about the library and FOL (paid for using library funds).

The coffee report consists of costs incurred by Gwen's personal purchase that supplied free coffee to students in the library during finals. Brent is surprised that the coffee café is closed during finals week. Making coffee available to students free during finals week (twice per year) if the café is not open as a pilot service project is planned. The topic will be re-examined at the October meeting. Cost \$175-200 per semester (Spring & Fall)

Do we pay state tax?

A draft of the FOL Grants for Book Purchases was distributed and read by the group. Brent suggested a formal application be established for the grant. Gerry Cherry was suggested as a person to contact for assistance when the library is ready to begin constructing a standardized application form.

The current draft proposes that there will be two grants of \$1000. Due to the campus globalization theme for the fall, Dr. McNeely would like to earmark one of these grants toward buying collection materials relating to Italy. The group voted and approved a plan to use one of the thousand dollar grants to enrich the collection with items related to the country focus of the International Initiative. The second thousand will be used for one faculty grant to be awarded this fall. Again this is a pilot program to be revisited in one year.

The disbursement form was viewed and approved.

Brent will meet with Craig Beuchaw to view FOL logo options soon. He suggested that a T-shirt might be developed to be given with a \$25.00 membership. Price was quoted that 100 t-shirts would cost \$700.00. (\$7 @)

The next meeting is scheduled for October 7th, 2004 at 7 p.m. in the Library, Room 212.

The meeting was adjourned at approximately 8:10pm.