

**Friends of the Library
of the University of Central Oklahoma
Governing Board Meeting Minutes**

November 11, 2003, 7:30pm
Chambers Library, Rm. 212

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

Members Absent: Michelle Baker, Mike Washington

Guests: Jane Taylor, Nicole Willard, Pam Washington

Meeting was called to order at 7:40pm. Dr. McNeely and Brent welcomed the board and guests. Gwen announced that Terry May resigned from the board due to illness. Brent asked the minutes from the previous meeting be reviewed and called for amendments, corrections, or approval. Nicole moved that the minutes be approved and Larry seconded. The minutes were approved unanimously.

Gwen then presented the by-laws of the organization and asked for suggestions from the board to refine the mission statement. Discussion indicated the desire for a more concise form and Brent said he would start the discussion over email.

Gwen presented the FOL Treasurers Report for 2003 and 2002. Currently our balance in the UCO Foundation account FR 030 is at \$6528.29. We have raised over \$8000 in the past two years, of which we spent \$500 in 2002 for our visiting author in the fall and a total of \$1880.79 for 2003 in programming expenses (authors, honorariums) and miscellaneous office supplies.

The report lists all deposits into the account, with the Foundations 5% charge for managing our monies, and all expenditures over the past two years. The Foundation deducts 5% from all deposits. There is no return on this account as it is noted "spendable" by the Foundation and is therefore not invested. The Library has 3 other endowment accounts with the Foundation which earn approximately 4% a year. The library has been rolling over all earnings directly back into the principal on all endowment accounts.

The Membership Reports and Events Reports for 2002 and 2003 and were then presented. In 2002 we had 77 members, raising \$2463. So far in 2003 we had 74 members, 58 new, 16 renewals, raising \$1695. Our events included author lectures and workshops from the Spring of 2002 through the fall of 2003, and our video/discussion series Research Revolutions held in September of 2003.

The committee discussed the membership calendar, currently on the anniversary of joining for each member. Gwen reported that this arrangement was labor intensive. It was suggested and accepted that membership be changed to coincide with the calendar year,

January through December. The process for accessing friends monies was discussed. Brent asked that an internal form for check requests be created to accompany the UCO Foundations check requests procedures. FOL's non-profit status was discussed and whether the board wanted to pursue our own 501 (c) 3 designation. Larry mentioned that he had experience procuring non-profit status. The board concluded that we did not wish to pursue it currently, but we might consider it in the future.

Pam Washington volunteered to coordinate an on campus FOL membership drive to coincide with the February paycheck increases. A community membership drive was discussed along with the need to identify our community market.

Our two board vacancies were listed and suggestions for potential board members were solicited. The committee agreed to send Gwen names of potential board members by email with the hope of holding electronic elections in December.

Materials for a Friend's newsletter was discussed, and possibly obtaining more shopping carts from Target for collecting materials for our annual book sale. The committee discussed an annual meeting schedule of 4 times a year—January, March, October, and December, with the annual membership meeting in October.

The Spring Book Sale will be April 23rd, 24th, and 25th. The Committee discussed asking the members to volunteer and acquiring t-shirts for those who work the sale. Brent volunteered to coordinate a design with Craig Beuchaw in University Relations and Dr. McNeely volunteered to look into the cost of t-shirts. The committee also discussed a grant program for disbursement of book sale money for the purchase of new library materials. Gwen volunteered to coordinate a proposal for the board's approval.

Brent suggested the Friends consider participating in the Fall 2004 Italian Semester through lectures, collections, films, etc. It is a university wide project emphasizing Italy in the fall of 2004.