Minutes of the Board Meeting
Friends of the J.R. Van Pelt Library
Thursday, September 2nd, 2010 - corrections

Present: Deb Charlesworth, Don Durfee, Eloise Haller, Amy Hughes, Mary Marchatterre, Ellen Marks, Faith Morrison, Terry Reynolds, Dana Richter, Ellen Seidel, Patricia Van Pelt, Dee Vincent, Rhianna Williams

Absent: Sue DesRochers, Karen Hubbard

Chairperson Amy Hughes called the meeting to order at 4:00 pm.

We had a few moments in memory of Dick Rupley.

1. Minutes

• The minutes of the May meeting were reviewed and approved with a slight modification. Motion by Faith and seconded by Patricia.

2. Treasurer Report (Terry Reynolds)

• Terry Reynolds presented the latest FVPL Treasurer Report. Account balance is $20,858.83. The treasurer’s report was reviewed and approved. Motion by Patricia and seconded by Eloise.
• Need the flatbed cart bill which should be about $310.
• Archives Travel Grant Program $1750 and Library – E-Book project $1250 were paid over the summer. Ellen S. verified that the E-Book requests are complete at this time.
• Pending Encumbrances were listed as Library – Video Clip project $1500 and Library – Brochure project $500.
• Other pending encumbrances to add are for the Archives Travel Grant Program $1750 (recurring amount for each year) and the flatbed cart $310. The total for encumbrances is about $4060.
✓ Terry will send out a book cart history - cp 9/3. We cleared about $700 in cart sales last academic year, better than four of the last five years. There will be a full article in the upcoming newsletter.

3. Old Business:

A. Coordinator or committee for Annual Book Sale (March 24 & 25, 2011)

• It was decided to form a committee. Committee members are Dana, Deb and Patricia.
• The box of supplies is missing. Ellen S. will look for it since it might be in the locked area we use.
B. Membership fee increase discussion

- It was decided to let the budget committee make recommendations for fee increases.
- There was a discussion about publishing a list of members but was decided to wait another year till we had a chance to address confidentiality issues. Faith will handle modifying our online and paper membership form to include place to mark that you wish to keep your information confidential.

4. New Business:

A. Update and demonstration of the Library Tutorials (Rhianna)

- We saw a great demo of the Library Tutorials. It just became available in the last week.
- The staff is testing the E-book project.

B. Annual Meeting planning – Oct 21, East Reading Room

- It was decided to schedule the Annual meeting for Oct 21st from 4:30pm to 6pm. Ellen S. will schedule the East Reading room for the event.
- We need a new Treasurer, so that Terry can spend the next year training them.
- Dee will not be renewing her appointment, so we will have openings for 2 new Board members.
- Sue, Karen, Mary and Faith are due to renew.
- An item to discuss is possibly amending our rule of scheduling this meeting 120 days from fiscal year end.
- In our October meeting, we can discuss refreshments that we are bringing to the Annual meeting.
- Speaker for Annual Meeting – cp 9/3. Tess Ahlborn has agreed to give a talk about the “The Mighty Mac - an ASCE National Historic Civil Engineering Landmark”. Thanks to Faith for taking care of this so quickly.

C. Chairperson for October 7th, 2010 meetings

- Don will chair the meeting since Amy will be unavailable.

D. Newsletter – Faith will be sending one out end of September

- Faith will send out a newsletter by the end of this month. Below are a list of things she needs for the next newsletter:
  1. annual meeting article – Faith will write it
  2. who to send it to - Mary will give me mailing list
  3. Eloise and Terry will send book sale roundup article. Shall we also say thanks to Eloise for a long service as sale-czar and that we are looking for a new sale-czar?
  4. Ellen Marks will supply an introduction of new librarian article and photo (pls photo?)
  5. Erik Nordberg will summarize the travel grant activities
6. Ellen Seidel will supply summary of tutorial and brochure activities and anything else the Friends money has supported
7. Mary will supply Econo update
8. Dana will provide an obituary for Dick including a thank you for his widow's donation of Dick's books to our sale
9. Terry will send book cart article.

5. Informational Items:

A. Book Cart (Karen, Patricia)

- Sales were good last month and Karen and Patricia will continue to stock it. They ask that we only put quality paperback/hardbacks in the cart.

B. Econo Food Slips (Mary)

- Final amount should be for $483.02. Mary will be sending an email to Tech Today to start to collect them again.

C. Financial Audit

- Amy will schedule a meeting with Terry and Mary to do the audit.

D. Budget Committee

- Terry, Don and Dana are on the budget committee.

D. Status of setting up a Friends store on the MTU techshop web site (Don)

- Is in test mode.

E. Brochure

- Ellen S passed out a brochure designed by several Humanity classes. We may be requested to help fund some printing costs.

The meeting adjourned at 5:15 pm.

The next meeting will be the Thursday, October 7th, 2010.

Submitted by Mary Marchaterre, Tuesday, September 7th, 2010.