Minutes of the Board of Directors of the
Friends of the Van Pelt Library
July 10, 1997

Present: Morrison, Hubbard, Brozzo, Vincent, Hoagland, Minne, Johnson
Absent: Love, Fass, Hawthorne, Dobney, Fisher, Reynolds
Visitors: none

A quorum of board members was present. Faith Morrison called the meeting to order at 4:06pm.

Morrison introduced the minutes of the June meeting. Dee Vincent moved and Sally Brozzo seconded that the minutes be adopted. Motion passed.

Morrison pointed out an error in the May minutes. The amount voted for the Archives fellowship is $500, not $1000 as indicated in the minutes. The board agreed and voted to amend the May minutes to reflect this.

Morrison presented the board with receipts from Nancy Fisher for foam-core poster boards, a receipt book, and wrapping paper for blankets totaling $77.56. The board approved reimbursing Fisher for these expenses.

Morrison reported that she has not found the time to update the book sale notes. She will present them in the September meeting.

Morrison reported that the $10,000 from the Trademark group had arrived and most had been spent. Kim Codere from the Trademark Licensing Program had indicated that they favor the following wording for the plaques: "This study room is provided by the MTU Trademark Licensing Program". There was some discussion of how to credit the Friends contribution towards providing the rooms. The board will discuss this again at the September meeting.

Phyllis Johnson reported that Bill Blumhardt had agreed that facilities would deconstruct the next three carrels which the senior class is renovating. Morrison had sent Blumhardt an email but has not received a reply. Johnson added that the three carrels are those on the west side of the third floor. Morrison reported that Fisher has already ordered the tables for those rooms. Morrison also heard from Kim Maxwell from Advancement that the check for the senior's carrels should arrive by Friday, July 11. When the money arrives the construction will commence. Morrison will report at the September meeting. Johnson will check on the locks for the second set of study rooms.

Johnson reported that the Library is working on allowing students/faculty to sign up for the study rooms on-line. The board was delighted.

Johnson reported that she had spoken with the Library staff about user lockers. The difficulty is finding a place for them; discussions are ongoing. Johnson will keep the board informed. The lockers cannot go in the stairwells due to a ruling by the Fire Marshal.

The board discussed the Special Gifts Committee, a proposed ad hoc committee reporting to the board. It was agreed that a board member would chair the committee (perhaps the board vice-chairman?) and that there would be off-board members. Possible off-board members would be Curt Tompkins, Peter Van Pelt, Mike Krinitsky, Theresa Spence. The charge was discussed, and the following was adopted as the charge:
The Committee is charged to:
- develop and implement a Friends recruitment strategy, especially for Best Friends;
- identify specific needs of the J. Robert Van Pelt Library which the Friends could address with emphasis on larger, high impact projects;
- develop a long-term fund raising strategy for the Friends of the Van Pelt Library.

The board could not agree on a name for the committee; names considered (but not adopted) included:
Library for your Future Committee
Library for the Future Committee
Partners for Progress Planners
Advanced Planning Committee
Library 2001 Committee
Friends of the Library Development Committee

The board will constitute the committee and name it at the September meeting.

Morrison gave Fisher's Treasurer's report. The balance in the university account is $16,165.58 as of the end of May, with outstanding commitments to the Library and bills for the study rooms which reduce the available funds to approximately $3,000. We have approximately 70 blankets worth $4550 and 100 card sets worth $600 wholesale. We also have $5842.50 in the Michigan Tech fund. The board was delighted to hear that 400 of 500 card sets have been sold already. Morrison reported that Fisher had been aggressively and successfully marketing the cards to local merchants, including to one who has purchased 48 sets wholesale. The board expressed its gratitude to Fisher. Morrison indicated that Fisher is investigating reordering the cards, either 500 or 1000 sets; Fisher will update the board at the September meeting.

The board discussed the meeting schedule and cancelled the August meeting. Due to travel conflicts, it was decided to move up the September meeting to August 28.

The board discussed the Annual meeting. It will be held in October. Morrison reported that it had been requested that the Annual meeting not be held on a Wednesday evening when there is a Senate meeting. There will be a newsletter in September which will announce the meeting date. Planning for the Annual meeting will be discussed at the September meeting.

The board appointed an audit committee of George Love, Brozzo, and Erin Minne to audit the 1996/97 books. Minne will chair the committee; the Audit committee will report to the board at the October meeting.

Karen Hubbard said that some advanced planning for the book sale was needed, particularly to develop large donations like a potential donation from Joe Romig. The board will discuss at a future meeting.

Minne would like to update the board on Library Advancement activities at the next meeting.

Morrison indicated that the Friends could use some space in the Library for storing blankets and cards and for holding office hours. Having this space would make it easier to spread the burden of tasks like mailing out blanket orders and sorting books for the book sale. The board will discuss in the future.

Brozzo moved and Hubbard seconded that the meeting adjourn. Motion passed at 5:15pm. The next meeting will be the September meeting which will be held Thursday, August 28, 1997 at 4pm in room 309 of the Van Pelt Library. Note the unusual date; it is not a first Thursday.