Minutes of the Board of Directors of the Friends of the Van Pelt Library
March 7, 1996

Absent: R. Yarbrough, Van Pelt
Visitors: Karen Hubbard, Sally Brozzo

A quorum of board members was present. Faith Morrison called the meeting to order at 4:05pm; action items are in **bold**.

The minutes of the February meeting were reviewed. George Love moved, and Betzi Praeger seconded, that the minutes be approved. Motion carried.

Terry Reynolds distributed a copy of the art work for the afghan. Reynolds and Nancy Fisher described some changes to the art work which they had submitted to the manufacturer. The Board complemented the afghan committee of Fisher, Kim Hoagland, and Reynolds for the attractive design. Members had many comments. After some discussion the Board voted unanimously to approve the design as presented by the committee. Fisher reported that the manufacturer will return a color proof to her in 10 days to two weeks. The afghan committee will review and approve the color proof and the afghans will begin to be woven within 2 weeks after approval is received. If we stay on schedule, the afghans should be here by April 13. They will be shipped to the Library. Phyllis Johnson will arrange for storage of the afghans in the Library.

Fisher brought up the topic of the selling price of the afghans. The Michigan Tech licensing department has charged Riddle Manufacturing a $3/afghan licensing fee. Despite repeated requests from Fisher, the licensing group has not agreed to waive this fee, even though all proceeds from the afghan sale go to MTU. Riddle is charging the Friends a processing fee due to the existence of this charge; thus MTU is actually getting LESS revenue due to the licensing department's decision. After some discussion, the Board directed the afghan committee to pursue having MTU waive the licensing fee.

Fisher also proposed that the selling price of the afghan be increased to $60 or $65 due to the licensing fee and the freight charges. The cost to us of the afghans will be approximately $30 (original estimate was $25). Fisher reported that other universities are charging $65 for a comparable item (three-color afghan, 6' by 4'). After extensive debate, those assembled voted 6-3 to increase the price to $65.

Praeger asked if the issue of the competing afghan project raised in the February meeting had resolved itself. Fisher reported that the other group was only thinking of doing the afghan; no competing afghan is in the works. Also, the costs reported in the February minutes for the competing afghan were not based on a comparable product. Praeger asked what are the repercussions if we do not make the loan payment to President Tompkins on time. Fisher said we will pay interest and then have more time to pay back the loan.

Morrison initiated a discussion on how to proceed in pre-selling the afghans. After some discussion it was decided that **Fisher would make color photocopies of the color proof (at MTU Photo Services, charged to the Friends account) and bring them to Morrison. Morrison will make up a sheet of instructions for Friends to follow in pre-selling, and an order form. The order form will include spaces for customer name, address, telephone, and instructions for using credit cards for payment. We will promise delivery in 4-6 weeks, but we will probably be able do delivery within 2 weeks. Morrison will deliver the packets to Friends to pre-sell.**

The afghan committee was charged with devising further methods for advertising the availability of the afghans. Ideas include investigating what it would take to have the U-Store and the Pro Shop sell them. We will also sell them at the Friends Tech Tea on March 27 and at the book sale on April 11. The committee will arrange to have the Alumnus magazine offer them for sale.
Praeger reported for the book-sale committee. Email went out soliciting book donations; posters are up requesting the same; a notice has appeared in Tech Topics. Ellen Seidel has told Praeger that the book-sale times (8am-5pm) conflict with the working hours of Bob Marr. Also there is no time built-in for clean-up of the sale. Praeger has a list of things that need to be done for the sale, but the book-sale committee (Praeger, June Hawthorn, Ray Yarbrough) still need to meet to plan the sale. Praeger asked who else would be able to work the book sale. Many responded that they could help (Morrison and Ed Yarbrough will be out of town, however). Morrison suggested that student groups could be contacted and asked if they would work. The book-sale committee is charged with planning the sale and bringing a sign-up sheet for working hours to the Tech Tea where we and others can sign up to help. The book-sale committee will also arrange for suitable pre-sale publicity, e.g. announcements in the Lode, Tech Topics, Daily Mining Gazette, on WGGL, over email (see Morrison for assistance). Morrison will send a letter to student groups asking if they are interested in helping the Friends. The Board will meet informally at the Tech Tea to check on progress in the planning of the sale. Praeger reminded the Board that the Portage Lake Library had, in past years, been offered the courtesy to look through donated books for those which they would like for their collection. It was decided that this would not be the case this year, rather Friends would be offered first buyer choice. Johnson will talk to the Portage Lake Librarian and make sure that they understand our decision.

Phyllis Johnson reported on the Tech Tea plans. Brenda Helminen from IT has agreed to attend, as have Walt Olsen (ME, pro-library) and Bill Shapton (ME, does not see future for book buildings). Johnson will be the fourth panel member with Morrison moderating. Morrison will contact all participants and lay out for them the schedule for the Tea. Johnson will work with Valerie Pegg to create the advertising materials for the Tech Tea. We will use the Tech Tea as an advertising platform for our other activities (book sale, afghan sale, and membership).

Morrison reported that the first newsletter went out to 50 people (members and potential members). She suggested that perhaps we should do another one sooner than the November issue we planned. Morrison will put a membership application and an order form for the afghan into the next newsletter. Friends are asked to forward to Morrison any ideas for the second newsletter.

Morrison reviewed a letter from board member Peter Van Pelt. Van Pelt asked if there were any on-campus events which the Friends could use to publicize the group. The Board discussed Spring Fling and graduation. The next big events for publicizing the group seem to be the Tech Tea and the book sale. Plans for publicizing the Friends and for selling afghans during graduation will be discussed at a future meeting.

Van Pelt wrote to encourage the Board to think of ways of attracting more faculty to the Friends. This could be done at the Tech Tea. Also, Fisher was asked to look into payroll deduction as a method for contributing to the Friends.

Van Pelt suggested that membership be granted to those who purchase an afghan. Fisher pointed out that this might have tax implications. Others suggested that we should send one or two newsletters to afghan purchasers; perhaps they would join outright. Fisher will record the names of all the afghan purchasers and provide to Morrison for distribution of the newsletter.

Fisher gave the treasurer’s report. The Friends’ account is up $7.70 due to two MTU employees joining via payroll deduction (donations are spread out over some time period).

Ed Yarbrough pointed out that he was having difficulty keeping track of membership names. The Tech Fund did not list all the members that Morrison knows of; Fisher may have some names too. Morrison reported that the records should use campus addresses whenever possible to save postage. Morrison will forward names of Friends not recorded to E. Yarbrough; Morrison will forward campus addresses of Friends to E. Yarbrough. Record keeping needs to be discussed at a future meeting.

Meeting adjourned at 5:30pm. The next meeting will be Thursday, April 4, 1996 at 4pm in room 301 of the Van Pelt Library.

Submitted by Faith Morrison, March 7, 1996.