Friends of the University Libraries and Archives

Board Meeting Minutes, January 10, 2011

Attendees: Annee Dunn, Greg Fitzgerald, Kathleen Garland Rike, Randle Gedeon, Laurel Grotzinger, Lynn Houghton, David Sheldon, Sue Steuer

Absent: Joyce Zastrow, Scott Smith, Beth Timmerman

Agenda approved with addition of Laurel Grotzinger

Minutes for 1-10-11 Meeting approved with following amendments

Amendments from December Meeting Minutes

- Regina noted that “Finals Finish” is exclusive to the Spring, so winter finals activities should not use that title
  - Good to have Friends there during finals
  - Hopefully there will be more student members to help in the Spring, as they are more likely night owls. Several board members said they would be willing to help in spring when weather was less of a concern.

Gatherings Newsletter Presentation

History: started with the establishment of the Friends of the Library group. Revamped in the early 1990s when Laurel became editor. Originally three issues a year, but eventually cut back to two issues a year, Bettina Meyer (former Asst. Dean of Collections) was a major force for the publication

Intentions: a print source that spoke about the happenings in the library which would be distributed to members, University faculty and staff, and all graduates of Western Michigan University Library School, many of which are donors to the Friends group.

1. Current issues relating to the publication: 1) difficulty finding equipment and paper for Gatherings as currently prepared and our printer in Dowagiac may be facing economic issues if we reduce number of copies printed. Fewer copies might actually cost as much. 2) Library administration is discussing putting Gatherings into the Scholarly Repository, changing the format to decrease costs and increase ease of production for future print copies (currently 5,000 copies per issue, $1,700 in production and $200 in mailing). 3) Sue and Kathy Gerow are working on giving members of the Friends the option of receiving an electronic copy instead of print in order to decrease the cost and focus Friends income on major initiatives. 4) Laurel notes that parts of the mailing list (Library School Alumni in particular) come from the Alumni/Development Office and attempting to separate out individuals or groups is not feasible in terms of increased staff time. Regina and Kathy are working on options. She would also like to move it to the main page of library website for recruitment for Friends (beyond the capability of the Friends, she will need to propose to Libraries’ web committee)

Members of the board thanked Laurel for all her hard work and expressed their appreciation that she came to discuss the topic.
New Business

Treasury Report given by Randall

Additions to Report: Expenditures on postage and about $700 in Membership fees-mostly renewals-along with two new memberships

Website

- Archives event has been posted online and a banner on the website
- New Board Picture to be taken at next meeting, February 7
- Possibility of creating a gallery of photographs for our website
- Decision was made to remove titles of board members from website

Behind the Scenes at the Archives Update

- Ask that if board members are available that they attend
- Checking with Kathy about RSVP
- Happening the same day as developers will be coming to tour the buildings
- the Behind the Scenes event allows members to see what and why we are working towards creating a better facility for our collections

Faculty Talk

- Topic: "The YMCA and Cultural Transmission: Work with Chinese Laborers in France and African Workers in East Africa during World War I." will be given by Dr. Ken Steuer on March 31st, 2011 at 4 pm in the Meader Room
- Discussion of Laurel being our Faculty Speaker next year on the topic of Women Librarians

KPL Friends Outreach

- Sue and Lynn met with Development and Promotions committee, everyone very enthused
  - Still working on details of programming. Group Responsibilities
    - Kalamazoo: Venue, Food, RSVP and funds
    - Western Michigan: Programming
  - Possibility of more joint meetings in the future, perhaps another program like this in the future
- The annual meetings will be held together on Saturday, May 7, 2011 at the Fetzer Center, beginning at 9:30 AM with brunch and meetings.

- The cost will be $15.00. Meeting will begin with split business meetings between KPL and WMU Friends groups for elections, etc. The groups will rejoin for presentations on The Founding Friends of Kalamazoo Libraries, which will include:
  - Sharon Carlson: Ladies Library Association
  - Lynn Houghton: Edwin and Cynthia VanDusen
  - Paul Smithson (Kalamazoo College): AM Todd and Family
  - Either Katherine Joslin or Carol Haenicke to present on the Meader Family
• Discussion of outreach to Portage Public Library Friends group: Annee will speak to the board liaison at their next meeting to gauge willingness to collaborate

**Awards:** Twenty to thirty people were in attendance at the Scholarship Reception and the students read their essays and their references read their recommendation letters. Kathleen and Greg spoke on behalf of the Friends

**Old Business**

• Question as to when we put money into scholarship fund. Sue is checking for clarification from LSAB

**Gaining Members**

• Sue attended LSAB meeting who is currently brainstorming as to how to get more students and faculty members to join Friends group, they are going to provide us with some ideas
• Possibility of writing an article for the Western Herald
• Move link on homepage to banner sometimes to make it more visible

**Website**

• Currently, there is no news or events section on our webpage, looking into creating one

**Archives Town Meeting**

• Town Hall meeting postponed-tentatively now scheduled for February 1st, or sometime early February
• Process has not been stopped, just delayed

**New Mailing Plan**

• Events calendar to be sent out at the beginning of each semester
  o August before beginning of Fall semester with events
    ▪ This means we will have to decide when/what our events will be one semester before
  o December with membership renewals and events for Spring semester
  o Cuts down from six to two mailings a year
• Still keep traditional flyers as links on website
• Example of new mailer made by Dr. Steuer given to board and approved for mailing

Submitted by Annee Dunn