Friends of the University Libraries, Western Michigan University
Minutes
May 3, 2010

Present: Fitzgerald, Garland-Rike, Gedeon, Houghton, Smith, Sheldon, Steuer, Timmerman, Zastrow

Meeting was called to order at 2:00

Agenda was approved without amendment (Zastrow/Fitzgerald)

Minutes from the previous meeting were approved without amendment (Zastrow/Fitzgerald)

New Business

Website – Fitzgerald made a point of acknowledging Michael Whang for quickly posting new events on the website.

The announcement of the Annual Meeting will come down and be replaced by the mission statement.

Fitzgerald questioned the board member terms as they appear on the website. Board terms were discussed and clarified. He also announced that the printed membership form now agrees with the membership form on the website.

Committees were set for the upcoming year:

Events – Zastrow, Rudzicka, Smith
Website – Fitzgerald
Awards (changed from Staff Awards) – Garland-Rike, this will also include membership on the student scholarship committee.
Nominating – Sheldon, Timmerman

Old Business

Banner – Garland-Rike reported that there is a draft for the proposed banner but she did not have a copy of it. It reads “Friends of the Libraries Event.” The wording on the banner was discussed briefly and it was determined that the board would prefer that the banner not include the word “event.” Garland-Rike will follow up on that and the board will discuss the banner at a later date when the draft is available to review.

Scholarship award and reception – Steuer reported that the WMU Library Student Employee Scholarship event was very nice. The scholarship winners expressed the feeling that their work experience at the library was very beneficial. The event was
reported on in the *Western Herald* and may be the subject of an upcoming *Gatherings* article. Another award is planned for fall.

**Other Business**

**Planning for upcoming year** – Steuer presented a plan for discussion which included a list of the Friends major initiatives, steps toward achieving them, and short-term projects. The initiatives include:

- Classroom/meeting space in a purpose-built facility for the University Archives and Regional History Collections
- WMU Library Student Employee Scholarship
- Advanced training for University Library staff in current standards and practices for cataloging, reference, conservation of books and other vital areas of library service
- Special purchases of materials and equipment to enhance the resources and services of the library

Steps include:

- Increase membership
- Provide more value-added for membership
- Work more closely with groups with similar goals

Short-term projects:

- Membership recruitment letter to faculty/staff
- Approach interested organizations (DAR, LLA, Genealogists)
- Possible joint meeting with Sharon Carlson and the Friends of KPL
- Archives fundraising speaker and events

The plan was discussed and it was decided that Sheldon would speak to the KPL Friends about allowing Houghton and Steuer to attend an upcoming board meeting to discuss ideas. Discussion will continue at future meetings.

**By-laws** – Garland-Rike requested that the website reflect the by-laws changes that were approved at the April 6, 2009 meeting regarding ex-officio board members and student representatives to the board. Fitzgerald will see to these changes. In accordance with the by-laws change, it was also determined that President Dunn and the Dean of University Libraries, Joseph Reish, should receive meeting notifications and minutes.

**Adjourned at 3:00** (Garland-Rike, Houghton)

Beth Timmerman
Secretary