Friends of the University Libraries, Western Michigan University
Minutes
November 1, 2010

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

Meeting was called to order at 2:04

Agenda was approved (Garland-Rike/Zastrow)

Minutes were approved (Sheldon/Zastrow)

New Business

Treasurer’s Report

A printed report was distributed. Membership renewals totaled $360.10, $500.00 expense for scholarship, $15.59 expense for refreshments for shared event with KPL. Balance as of November 1, 2010 was $17,175.72.

Website

Fitzgerald was unable to attend the meeting but reported to Steuer that the website has been updated.

Events

Fundraising events for Archives – Houghton reported that upcoming fundraising events for the Archives may be delayed/complicated by the recently announced retirement of Kathleen Barnes in the WMU Development Office.

Events for the rest of the year – Steuer suggested that the board concentrate on three events – Archives tour, guest speaker, and joint annual meeting with KPL. It was agreed that the Archives tour would take place in January. Steuer will consult with Sharon Carlson to set the date. The guest speaker will be in March and the annual meeting in May.

Future events - Houghton suggested that a pattern should be set for events in the future. The board agreed and a general plan for events was discussed. There was agreement that each year could feature a faculty speaker event, an outside speaker event, and a behind-the-scenes event. The joint annual meeting with the KPL friends was also proposed as part of the future events pattern.

Annual Meeting – Sheldon reported that the annual meeting will need to take place in a way to allow the KPL Friends to have their business meeting privately. It was decided
that a venue will need to be chosen that allows for separate business meetings and then a larger space for the joint program. Discussion to continue at a future meeting.

**Old Business**

Archives update – Houghton reported that while no final decision has been made regarding a home for the Archives, the K-Mart building is no longer being considered.

Banner – Garland-Rike presented the new design for the Friends banner. The board was enthusiastic about the change and agreed that it would also make a good bookmark. Garland-Rike will continue to follow up on this with the plan of having the banner ready for exam week in December. The Friends logo is still on hold.

New membership recruitment – Steuer reported that she had been in contact with the new president of LSAB about the Friends options for recruiting new members. The LSAB president will get back to her after their next meeting.

**Other Business**

Steuer reported that Dana Rudzicka regretfully resigned from the Friends board. The board discussed how to handle the vacancy. Houghton made a motion to recruit a student to fill the position left vacant by Dana Rudzicka which would begin at the start of Spring semester and conclude with the annual meeting in May. Garland-Rike seconded and the motion was passed unanimously by the board. Steuer will send an email to students with information on the opening.

Friends by-laws – Garland-Rike recommended that all board members read/re-read the by-laws. They can be found on the Friends website.

Expenditure Approval Form – Gedeon (in the absence of Scott Smith) presented a new form for payment of Friends expenditures.

The next meeting is December 6, 2010.

Adjourned at 3:00.

Beth Timmerman
Secretary