Minutes of the Friends of the University Libraries Board Meeting, Monday, September 10, 2012, 2:00-3:30 p.m., 111 East Hall

**Present:** Lynn Houghton, presiding; Sharon Carlson, Ed Eckel, John Houdek, Scott Smith, Susan Steuer, Joyce Zastrow.

**Welcome/Introductions/Announcements**
Houghton called the meeting to order at 2:13 and welcomed everybody.

**Approval of Agenda**
The agenda was approved as presented.  (Carlson/Steuer)

**Approval of Minutes**
The minutes of the June meeting were approved as presented. (Zastrow/Steuer)

**Treasurer’s Report**
Smith distributed the Treasurer’s Report.  We have received revenues from Better World Books.  This will increase due to the large number of books which have been sent out with the de-selection project.  Cockrell has expressed an interest in having the Friends use some of the BWB funds that may come from the de-selection process toward the WMU Authors book case.

**Committee Reports**
Houghton asked everybody to look at the committees and identify where they will work.

*Events Committee*

Gwen Tarbox, WMU Faculty Speaker, September 20, 2012 – The event is at 2:30 in the Chemistry auditorium.  We will need somebody to coordinate refreshments.  The English Department and the Kalamazoo Book Arts Center will help with publicity.  Gwen’s students will attend which will insure a large audience.  Steuer suggested coffee, cookies, and possibly a vegetable platter for about 100 people.  Steuer also needs to find out where food is allowed in the building.  Howell has the banner stand and the banner is in the preservation room.  Houghton will contact Howell about arrangements for the stand.  Eckel will get the refreshments.  Steuer indicated that he can get the procurement card from Buckner.

Nate Powell, Visiting Artist and Author, October 4, 2012 - The event is at the Richmond Center at 5:30.  Tarbox will take Powell out to dinner after the talk.  Tarbox has required that her students attend this event.  Powell will be working with Jeff Abshear the rest of his visit, including the Art Hop.  Carlson will take care of refreshments for this event.  The English Department and Kalamazoo Book Arts Center will work on publicity.  Steuer will work with Whang for the banner ads.  There was discussion about additional marketing such as MLive.

Upcoming events in the spring include a tour of the Education Library and Diane Dillon.  Carlson and Houghton will create an exhibit at Waldo and will install it a week before the talk.
There was preliminary discussion about the 2013-2014 calendar year. Eckel recommended that we may want to look at the Anthropology Department.

Web/Marketing Committee

Houghton said that we need to define the scope of this committee. There was discussion on marketing the Friends and the need to get the word out on what the organization does.

Membership Committee

This committee seeks new members.

Student/Staff Awards/Events Committee

Eckel would be interested in working on scholarships. The events were defined and have included Bronco Bash, Finals Finish.

Swearinga submitted a two-page report on a training she attended in June. A request has been received from Judith Kirk a webinar on MARC elements in RDA. There was discussion on revising the form and also changing the reporting requirements. Kirk’s request was unanimously approved. (Carlson/Houghton)

Nominations Committee

This committee selects nominees for the annual election of the board members.

Old Business

Archives/Legacy Collections Building

Carlson provided an update on the building progress.

Adjourn

The meeting adjourned at 3:26.

The minutes were taken by S. Carlson.