Minutes of the Friends of the University Libraries
Board Meeting
Monday, January 12, 2015
2:00-3:00 p.m.
Zhang Legacy Collections Center

Attending: Chase, Eckel, Gedeon, Houghton

Welcome/Introductions/Announcements
Chase called the meeting to order at 2:15 p.m.

Approval of December 1, 2014 FUL Meeting Minutes
Minutes were approved with one minor revision.

Treasurer’s Report
Morgan shared the latest treasurer’s report. Morgan discussed the revenue received from membership renewals and from Better World Books. It looked like the newsletter expenses from the latest Friendly Notes have not been included here.

Committee Reports

Future Events, 2015-2016
- Planning/arrangements for the two Spring 2015 FUL sponsored events
  - March 19 Illuminare talk (co-sponsored with Medieval Institute)
- Deciding on location, date and time for 2015 Friends Annual Meeting

Old Business
- Staff Awards Procedures (revised) – Houghton will draft a lib-all email announcing the newly revised FUL staff awards criteria and requesting applications.
- Status of Friends email list (access to username and password, etc.) – Morgan has the access information for the Friends email account (Lib_friends@wmich.edu). Morgan assured the Board that this account is checked frequently and that there are no missed messages there.

New Business
- Getting Friendly Notes out in January. Contents to include:
  - Details about two Spring 2015 events - Chase will ask Carlson to write a short article for the Friendly Notes about the Margaret Weitekamp lecture (April 8, 2015).
- Write-up on upcoming Ed. Library Open House? – Education Library is holding an open house to reacquaint the College of Education faculty and staff with the new library Head (Dennis). A discussion ensued regarding whether or not this would be more appropriate for the Library Newsletter, rather than the Friendly Notes.
- Write-up on Bronco Student Zone? Suggestions welcome. – Eckel will ask Buckner if there is enough news about this to justify a Friendly Notes write-up.
- OIT Printing support in Waldo Library – new color/B/W printers in Waldo, IT support desk in former Patron Services window.

- Annual Meeting (April) – We discussed possibilities for this event, possibility at the Ladies Library Association. We would have to pay a fee for the use of the building. One conflicting event to keep in mind is the Alma ILS “go live” date of April 22. Perhaps the meeting can be a less ‘planned’ event that takes place on the last Thursday of April at somewhere like Waldo’s Pub. Chase suggested a 4-5 p.m. time for the meeting. Chase will double-check the Friends bylaws to see if there are any constraints or requirements for the annual meeting that we haven’t considered.
- Board Membership: Possible addition of staff member and need for new student member. Morgan informed the board of some potential candidates for new student and staff member additions to the board. Patrick Hargis graduated in December 2014, and so we need to find a new student board member.
- Discussion of Revenue for Friends: Are we concerned about generating revenue beyond that which we receive from Better World Books sales? Gedeon shared a newly revised Waldo Library Gift Books Policy. The gist of the new policy is that new book donations are treated as new acquisitions, and thus must complement existing University Libraries’ collections. Hence, we should receiving fewer gift books that need to be passed on to Better World.
- On a related note, we had a discussion of the real purpose of the Friends at this point, beyond just keeping alumni and retirees informed about Library affairs. Morgan suggested that we look at the bylaws to see what it says about our mission.

Friends’ email list – Morgan asked if the Friends email list can be used to promote the University Libraries’ new newsletter. There are privacy issues surrounding this issue. Morgan feels that we should give people on the list the ability to “opt in” of such a use (Eckel preferred that people on the list explicitly “opt in” rather than having to respond to “opt out.”) The Board decided that Morgan would email the members of the Friends via the email list and ask them to respond “Yes” if they are OK with their email addresses being used to receive the library newsletter.

Respectfully submitted,

Ed Eckel (Secretary)