Minutes of the Friends of the University Libraries
Board Meeting
Monday, Nov. 3, 2014
2:00-3:00 p.m.
Zhang Legacy Collections Center

Attending: Chase, Eckel, Gedeon, Houghton, Morgan

Welcome/Introductions/Announcements

Meeting came to order at 2:11 p.m.

Approval of Nov.3 Agenda

Agenda was approved by a voice vote.

Approval of Oct. 6 Minutes FUL Meeting Minutes

Minutes were approved as written.

Treasurer’s Report

Morgan provided a copy of the November 3, 2014 treasurer’s report. The current balance for the Friends account is $29,060.06. Two expenses were highlighted – one for the Mary Heebner book signing event ($250) and one for postage and printing costs for the October 10 issue of the Friendly Notes ($121.89).

Gedeon noted that the income from our book sales to Better World Books has gone down consistently over the last few years.

Eckel raised a question about whether we’re received any income into the Jim Dexheimer Memorial Fund in recent years. Houghton checked previous years’ treasurer’s reports, and it looks like we have not received any money into this account in two years. Gedeon emphasized that once a fund is created, it is difficult to remove or close the fund.

Chase asked if we keep copies of the treasurer’s report in the Friends folder on the G (shared) drive. Apparently we do not. Eckel offered to make PDF copies of the treasurer’s reports he has for previous meetings and post these in the shared drive for future reference.

Committee Reports
Future Events, 2014-2015

- Upcoming: Preparation for Behind the Scenes at WMU Special Collections, Thurs. November 6, 2014
  - Meader Room is finally cleared out and prepared for the event. There will be a tour of the vault.
  - Discussed what refreshments would be appropriate for this event.
  - Morgan asked if she should send out a reminder to the Friends email list.

Old Business

- No old business was discussed.

New Business

Officer Manual – Morgan proposed that we draft a manual for the officers, to have a place to refer to regarding procedures, policies, etc (basically all the non-public information). Morgan also mentioned that we do have an official Friends email address, with login, security image and security word, etc. This kind of information would be good to keep in the manual.

Friends of the Libraries Pencils – Morgan has a box of brown “Friends of the University Libraries” pencils, to use for promotions, to hand out at Research Night, etc. These have been around for a while, so it would be good to give them away.

Friends Staff Awards – Houghton brought up the fact that we have not had any requests for professional development awards in several years. Apparently, the website says that awards may be given for up to $400, with a total maximum of up to $2,000 to be disbursed in any given year. But this is not worded clearly, which leaves open the interpretation that more may be given, “if funds are available.” One of the terms that could be more clearly defined is who would count as a staff member (i.e. would this include librarians, part-time staff members, student employees). The board decided to exclude student employees from consideration for these awards, but the awards will continue to be open to all employees of the University Libraries otherwise. Houghton will make some revisions to the policy and then send this to the rest of the board for approval.

Respectfully submitted,

Ed Eckel
Secretary