

Friends of the Library
Special Meeting, January 30, 2013
at Sid Johnson Co. conference room, Baker City

Present: Pres. Kata Bulinski, Nancy Johnson (FOL Treasurer), Carmen Wickam (BCL), Perry Stokes (Dir., BCL), Julianne Williams

Meeting was called to order at 1:30 by Bulinski. The purpose of this meeting is to clarify and organize the handling of Friends financial information and records. There is no formal agenda.

- Outstanding expenses and payments were reviewed.
 - Hobbit games: A total expense report is needed. Costs will be equally shared by the FOL and BCL.
 - Copies of donation checks will be given to Johnson.
 - There is still some confusion about past expenses. Moving forward there will be cleaner record keeping.
 - Williams asked if Johnson could receive a monthly statement from Library staff regarding dollars in/out for book sales and soda pop.
- Dollar matching between Friends and BCL: Upon receiving an expense report the FOL will write a check to the Library.
- A ledger will be kept in the money bag in the safe to track pop and book sales.
- Travel expenses/staff development expenses will be reimbursed by the Friends upon receipt of a trip report.
- When staff use a library credit card for expenses covered by the Friends, a copy of the receipt will be given to the Friends' Treasurer, if possible. A statement from the library's Finance Director showing the expense item would also be acceptable documentation, in lieu of credit card receipt.
- Sales records of the *Historic Baker County* or other historic books will go in with the Friends book store sales.
- Friends will develop an annual budget.
- Ledgers of FOL funds will be kept in both cash "bags": 1) Envelope at front desk, and 2) the bag in the safe.
- Library will provide a mailbox for Johnson to receive financial information.

The meeting was adjourned at 2:40 PM.

Respectfully submitted by

Julianne Williams
Secretary