

**Friends of Baker County Library
Special Board Meeting**

February 29, 2012

Part I:

Present: Kata Bulinski, Carmen Wickam (Library liaison), Christine Hawes (Library business manager), Julianne Williams

Pres. Bulinski called the meeting to order at 2:05 PM. The purpose of this meeting is to review the Friends finances and clarify practices.

- Oregon Library Association Conference: Stokes had previously asked if the Friends would sponsor a staff member's attendance at the annual OLA Conference. Williams moved that the Friends provide \$500.00 for a library staff member to attend the 2012 OLA Conference in Bend; the Friends will continue contributing to a staff member's attendance each year dependent on our financial status. Bulinski seconded. Motion passed. [This item was included at this meeting due to the approaching registration date for the conference.]

Finances:

- A copy of the last month's bank statement will be brought to the Board Meetings.
- Friends' petty cash includes income from book sales and soda pop sales. The Friends own the soda pop machine. Library staff maintain it.
- Wickam will make deposits of petty cash to the bank account; will try to limit petty cash on hand to approximately \$200.00. Several of the library staff have access to Friends petty cash.
- Annual review (not audit): Hawes is willing to do an annual review of the Friends books.
- Discussed possibility of transitioning to Quickbooks some time in the future but not at present.
- Hawes explained that Friends are considered a subcommittee of the Library Foundation and should follow Foundation's bylaws.
- Bulinski will ask Stokes if there are any outstanding encumbrances we are not aware of.

Part II:

Present: Kata Bulinski, Nancy Johnson, Julianne Williams

Johnson recommends the Board approve expenditures by Wickam.

Bulinski and Williams reviewed and approved expenditures and income accounts for calendar year 2011.

Johnson reported that there are no other outstanding encumbrances of the Friends funds not listed in the recent minutes of Board meetings.

Library Foundation pays for binding of the National Geographic magazine under a bequest to the Library.

Johnson wrote a check for \$1,500.00 to the Library for the Early Literacy Workstation.

The checkbook and accounting book will be kept as Sid Johnson's office on 10th St.

Johnson will distribute copies of the Friends last bank statement annotated to show any outstanding encumbrances at Board meetings.

The meeting was adjourned at 5:00 PM.

Respectfully submitted by

Julianne Williams

Secretary