

Baker County Library Foundation, Inc.
Minutes from Preliminary Meeting, May 11, 2011

Present at the meeting: Perry Stokes (Library Director), Nancy Johnson (Foundation Treasurer), Aletha Bonebrake (retired Library Director), Mary Alys Urey (Foundation Board of Directors), and Jake (Gale) Jacobs (Foundation Board of Directors) and Christine Hawes (Library District, Business Manager).

Meeting called to order at 4:00pm by Aletha Bonebrake, retired Library Director. Aletha asked Christine to take minutes for the meeting. Nancy read the last known officers and term expiration dates; adding that she had been the liaison for the Foundation when she was on the Library Board.

Aletha said that the board needs to meet at least for the annual meeting in February. She asked Perry to initiate a meeting annually in February if it hadn't been done. Perry has contacted the Vice-President in the past, but meetings were never scheduled. The President moved leaving the Vice-President in the position to call meetings. The Vice-President is involved in other community organizations and operates a business so has not been able to devote time to the Foundation. With a lapse of nearly two years, Aletha stated that we need to start over.

Christine read the bylaws covering directors, terms and meeting requirements. The minimum number of board members in the bylaws is seven, one of those being the liaison from the Library Board of which Kyra Rohner-Ingram has been nominated.

Nancy gave the Treasurers report. The Library Foundation has funds totaling \$14,139.92 at the end of 2010 (checking \$2643.99, CD \$3354.69, plus an Annuity \$2141.24). Nancy added that Foundation funds haven't been used much. It paid for the last levy advertising (five years ago) and the 100th anniversary party.

Aletha said the idea for the Foundation was to set up an endowment fund which hasn't happened. Originally the memorial gifts were deposited in the Foundation; whereas currently the memorial funds go to the Library District Memorial Fund which she felt was fine. It allows the Library District easy access to honor the memorial requests. She hoped the endowment could grow or there would be a large donation.

Nancy said we need to decide if the Foundation is going to continue and if so, we need a board. She also needs to update the account for the Friends and will need signers and minutes for that. She presented the idea of combining the Friends with the Foundation. Christine described the idea that had been discussed. She had done extensive reading on the IRS website and called Kent Bailey, the Library District's Auditor to confirm that this is appropriate; he agreed that it is possible. Nancy checked with the bank; Sterling Bank confirmed that the Friends account can be rolled into a new account for the Library Foundation, DBA Friends of the Library, using the Foundation ID number; this move will require minutes and signatures after the board is re-established.

Aletha liked the idea of combining the Library Foundation and the Friends of the Library. It means you don't have to double the volunteers for two boards and the work. Committees can be formed to work on projects that arise; for instance, a Friends committee. Aletha acknowledged that there were not enough people present to meet the minimum requirement of seven. Ideas were discussed for combining the two entities. Jake felt the biggest problem at the moment is to get seven people to sign on. He suggested contacting local civic organizations and ask for volunteers. Perry asked the group to think about who could be recruited.

Nancy believes that there had been changes done to the bylaws at some point in time. Perry will check his files and contact Damien Yervasi (past VP) to get his Foundation documents. Nancy will contact Beth Morrissy (past Secretary) to get secretary records.

The group agreed that the next meeting will need an agenda including board appointments, officer elections, bylaws amendment(s) (ideas included removing term limitation, change meeting requirements to 2-3 annually and possibly reduce the number of board positions to 5) and checking account authorized signers for both accounts (new Friends account; update Foundation account signers). The group agreed to recruit volunteers to reestablish the Foundation board at the next meeting. Invitations will be given as follows: Aletha will contact Fran Burgess; Nancy will contact Kata Bulinski and Beth Morrissey; Perry will contact Carolyn (?) and Damien Yervasi. Christine said that if short, she would be on the board for a year.

The next meeting will be Tuesday, May 24 at 4:00pm. If there was a conflict for the any of the new volunteers, the day may be changed to Monday, May 23. Perry will let everyone know if there is a change.

The meeting adjourned at 5:03pm.

Christine Hawes
Business Manager, Baker County Library District
Minutes taken for Baker County Library Foundation, Inc