

Friends of Baker County Library
Regular Meeting - Minutes
January 21, 2015
Baker County Public Library, Archive Room

Present: Pres. Kata Bulinski, Jen Albright, Barbara Haynes, Nancy Johnson, Carmen Wickam, Perry Stokes (Dir. BCL), Julianne Williams

Minutes: The January minutes were approved as submitted.

Treasurer's Report: Johnson distributed copies of the latest bank statement. Our current balance is \$15,211.60. She is voiding a check we issued in July to the *Record-Courier* for payment for an ad since it has not been cashed. If she hears from the paper she will issue another check to them. Her report was accepted as submitted.

Old Business:

- Policies and procedures at meetings: Bulinski distributed a draft proposal of guidelines to make the most effective use of meeting time and cover as much business as possible in a smooth way. Williams moved to accept these guidelines; Haynes seconded the motion. Motion passed. [The guidelines will be found appended to these minutes.]
- Silent auction at book sale: Williams wants to have a silent auction again in July and have it in the book sale room with less expensive titles. The book sale committee will discuss this when they meet.
- Fairy gardens: Melissa Shafer, the children's librarian, requested \$100 from the Friends for additional materials for this project. Johnson moved and Williams seconded a motion to provide \$100 for this project. Motion passed. Our budget had allocated \$400 for such special events and projects.
- Volunteer fair: Albright reported that the last one was organized by the Red Cross and Chamber of Commerce at the Middle School about four years ago. It was not successful. This project was tabled. There was discussion about the Friends having a table on the riverside library deck during Miner's Jubilee. Stokes suggested making a video about the Friends and the Library to post on U-tube.
- Literacy Coalition book fair: Stokes reported it is not being held this year.

New Business:

- Book sale work committee: Bulinski distributed a draft of a time line for work involved in holding the book sale. Albright, Haynes, Williams, and Bulinski volunteered to meet separately to flesh out a 'cook book' for putting on the book sales. They will meet in the Library on March 6, 2015, at 9:00 AM.
- New Officers: Bulinski will retire from being President at the end of June. Williams is willing to stay on as Secretary one more year. Haynes and Albright discussed being co-presidents. It was noted the meeting dates and times can be flexible.
- Posters: Every four to five years the Library purchases posters and bookmarks. Stokes requested \$350 from the Friends toward new supplies of these materials. The Friends have budgeted \$1,000 for Marketing/Outreach and have spent \$250 of that amount. Williams moved and Bulinski seconded allocating \$350 toward purchase of new posters/bookmarks. Motion passed. Stokes will also look into software available from ALA that would allow us to create our

Friends of Baker County Library
Regular Meeting - Minutes
January 21, 2015
Baker County Public Library, Archive Room

own posters. Due to their size Copy, Ship, & Mail would have to print them. The ALA software starter kit would cost \$200.

The next meeting will be March 18, 2015, at 3:30 PM in the Library.

The meeting was adjourned at 4:45 PM.

Respectfully submitted by,

Julianne Williams
Secretary

[Conduct of meetings guidelines are on the next page.]

Guidelines for conduct of Friends meetings

Proposed by Pres. Kata Bulinski, 2/18/15

To use our meeting time efficiently, we need to keep agenda items to no longer than 15 minutes.

To keep on schedule, I suggest the following guidelines for proposals to FOL:

Proposals for funding or volunteer help from FOL should be submitted in detail to the board before the agenda is prepared, and included with the agenda so board members will have a chance to review and understand the proposal before the meeting.

Proposals should include critical points, including

- amount of funding,
- number of volunteers needed,
- schedule or timeline for organization and recruiting of support.
- The contact person's email and phone number should be provided so board members can ask questions in advance to clarify needs and purpose.
- Proposals should be sufficiently detailed to reduce the need to spend time during our meetings to lobby or to convince board members that a project is appropriate for the FOL to adopt.

During the meeting,

- the proponent should have 3 minutes to make a statement or further explain the proposal to the board, followed by questions from the board.
- Then individual board members will be given time to state opinions, make further suggestions, and consider effects of changes and options.
- Each board member should also observe a 3 minute time limit. Debate of any issue should be limited to board members, respecting the need to limit use of time and repetition.
- Board members should then propose a motion to take action, table the proposal to allow time to gather more information, or reject the proposal.
- Decisions or commitment of resources shall be made by vote of FOL board members.

The general purpose of the meetings is to allow the board to decide where to focus effort and funds.

Submitted by Pres. Kata Bulinski.

Voted on and passed at Board meeting, Feb. 18, 2015