

**Minutes of the Board Meeting  
Friends of the J.R. Van Pelt Library  
Thursday, October 8th, 2009**

**Present:** Deb Charlesworth, Don Durfee, Eloise Haller, Karen Hubbard, Amy Hughes, Mary Marchaterre, Faith Morrison, Terry Reynolds, Dana Richter, Patricia Van Pelt, Rhianna Williams, Dee Vincent

**Absent:** Sue DesRochers, Sandy Lewin, Dick Rupley, Ellen Seidel

Chairperson Amy Hughes called the meeting to order at 4:00 pm.

**1) Minutes:**

- ❖ The minutes of the September, 2009 meeting were reviewed and approved. Motion by Dana and seconded by Faith.

**2) Treasurer Report (Terry Reynolds)**

- ❖ Terry Reynolds presented the latest FVPL Treasurer Report. Account balance is \$18,779.62. The treasurer's report was reviewed and approved. Motion by Mary and seconded by Faith.
- ❖ Correction to the treasurer report was that book cart sales are at ~\$230 instead of ~\$190.
- ❖ Encumbrances were listed for the Archives Photo Project \$2000, Archives Travel Grant Program \$1500 and Presentation Technology Group Study Rooms \$2500. The total for encumbrances is \$6000.

**3) Old Business:**

**A. Annual FVPL Meeting – Oct 29<sup>th</sup> 4 to 6pm - East Reading Room**

- Ellen has a planning committee that is handling the publicity with posters, table tents, etc.
- Patricia had it listed in the "Finnish American Reporter" calendar.
- Rhianna will send it in to Tech Today; she is on the planning committee.
- Dana will send it in to the Gazette.
- Rhianna will get us a pdf of the poster so we can post it at various locations.
- Amy sent a treats and supplies list around for the event and will email it later on.

**B. Elections at Annual Meeting**

- Everyone has agreed to re-up.
- Also, remember that Terry will only be treasurer for one more year.

### **C. Book Sale (Eloise)**

- Eloise presented the new pricing procedures that were developed by the committee. See the attachment about it.
- Sorting will be by category and price only books cart ones.
- We should remove any prices on books if we can.
- All prices will include sales tax.
- A motion by Karen and seconded by Deb was passed to change the time to noon from 1pm on the 2<sup>nd</sup> day. This marks when the prices go to 50%.
- Need to create a new sales tax form to help at sale (multiply by 1.06)
- Eloise will create a sheet to use for tax free vendors – they will need to show their card and sign the sheet.
- Eloise will send a pdf to Mary of her ‘Donate Your Books’ poster and Mary will send it in to Tech Today and EDS. NOTE: At this time, Rhianna has sent the PDF for donating books to Haihua and it will be used in the InfoWall.

### **D. Work Bees**

- Ellen had the desk, shelving, etc. removed from the storage space.
- Dana will organize the students for ‘Make a Difference’ day on October 24<sup>th</sup> Sat. 10am – 2pm. They will try to empty the room, clean it up, rough sort and box up books.
- A motion by Eloise, seconded by Dee was passed to spend up to \$50 for pizza for Saturday work bee with the students.
- It was mentioned that there is not enough shelf space. It was decided we will drop literature and add mysteries.
- Also, we need boxes, paper and plastic bags. We asked the Library to save their photocopier boxes and they will put them in the staging area for us.

### **4) New Business:**

#### **A. Search for a library director (Ellen)**

- Ellen has invited us to attend the Dec 2<sup>nd</sup> & 8<sup>th</sup> talks by the library director candidates and to share our opinions.

#### **B. Friends Store on MTU Techshop web site (Don)**

- A motion by Dee and seconded by Faith was passed to have Don pursue adding a Friends store on the MTU Techshop web site.

#### **C. Develop a Friend’s Budget**

- A small sub-committee comprised of Terry, Amy and Karen was created to develop a budget.

#### **D. Audit**

- Reminder that an audit still needs to be done by the committee of Terry, Amy and Mary.

#### **5) Informational Items:**

##### **A. Newsletter (Faith)**

- Faith has developed a draft of the newsletter and has applied corrections. A mailing list was sent to her. (NOTE: At this time, the newsletter has been sent out.)

##### **B. Art Label Project (Patricia)**

- All the labels are up (and they look great). The bill was turned into Terry and is already paid.

##### **C. Book Cart (Karen,Patricia)**

- Need good books; keeping the cart up.

##### **D. Econo Food Slips (Mary)**

- Nothing new to report. After the meeting, noticed that the library's Econo Slips box was not at the front desk since that location is no longer available. Need suggestions where it should be placed.

#### **FYI: Spending Requests – List of outstanding funding requests from previous discussions:**

- Additional soft seating for area around coffee shop (\$3000)
- Furnish an area for graduate students in 24/7 space W side: carrels, lockers (\$5000)
- Bullfrog file: \$1495
- Professional Development support – estimated that it costs about \$2000 per person per trip.
- Springer E-book 2009. Total cost @\$17,000. We are looking for partial funding.
- Reference collection: \$3000.

The meeting adjourned at 5:00ish pm.

The next meeting will be the Annual Meeting **Thursday, Oct 29<sup>th</sup> 4 to 6pm - East Reading Room**  
Submitted by Mary Marchaterre, Sunday, October 21st, 2009.