

**Friends of the Logan Library  
2017 March Board Meeting  
Virginia Hanson Special Collections Room, Logan Public Library  
6:26 p.m. March 15, 2017  
MINUTES**

**This is a summary of the minutes, that were recorded by the secretary, and transcribed with highlights and key votes noted. A full account of the minutes will be placed in the archives at a future date.**

Welcome

Anne Hedrich (President), Jane Erickson (Treasurer), Stephen VanGeem (Secretary), Gail Yost (FoLL Member), Robert Shupe (Logan Library Director), Chad Hutchings (Registered Agent/General Council), Diane Hardy (Book Sale Volunteer), Brad Armstrong (Vice President; arrived at 6:46)

Approval of February minutes

Jane made a motion with an edit to correct Michael Ballam's name, Stephen seconded. All agree.

Treasurer's Report

Report by Jane Erickson

Only difference is check for \$565 to Logan Library for book bags. Ending balance is \$9123.60.

Stephen makes a motion to approve Treasurer's Report, Jane seconded. All agree.

Membership Report

Report by Former President Sheldon Miller (in absentia)

No changes in membership since last month.

Information Items:

FoLLSpring Book Sale (Thursday-Saturday, March 23-25)

Report by Anne

Reminder that Thursday Night is for Member's Only, although people can sign up on the spot to be members. Brad will probably have more to add once he gets her.

Friends Table at Logan Library Community Fair (Saturday, April 8)

Anne asked that someone volunteer to staff the table. Gail Yost volunteers. Set up is at 9 am and Library staff is available to help. We will need to supply our own table and Gail offers to bring her own 4-foot table. Both Anne and Jane are working different tables at that fair so they cannot spell her.

Jane suggests that Brad might know of some other people who can help Gail staff the table.

Old Business:

Facebook Page

Discussion led by Anne

Rachel Anderson has agreed to be the Facebook page manager.

Jane wants to know if anyone can post on it, but Anne says that ability is limited to Ms. Anderson. Anne says that you can email her if you would like her to post something for you.

#### Friends' Library Page

Discussion led by Anne

Need to get up general calendar information, replace the "Book Store" paragraph with information about the book sales, and posting three months worth of FoLL meeting minutes. Anne is willing to send that information to Robert. Jane points out that once we get our membership brochure changed, we will link to it from the Library Page.

#### Open Items:

##### Around the Table: Issue with Officer Elections

Chad suggests that we put a vote to the membership to get the leadership elections and the business entity renewal in the same month (the renewal happens in April). Chad proposes that we change the elections to March or early April so that those names can be on the entity renewal (otherwise, we have to put those names in at a later date when new officers are elected). He proposes extending those officers elected in the preceding fall out to the spring following when their 12-month term should end.

Anne points out that the bylaws say that elections must be held in the fall so offers that we must change the bylaws. Chad says that we may be in violation of the letter but not the spirit of the bylaws. As our legal counsel, he says that as long as we put it to a membership vote, it should be fine--we would vote on the motion to change the bylaws and then vote on the shift of elections. Membership would also need to decide whether to extend the current officers an additional five or six months or to vote on new leadership next fall that will serve a 5- or 6-month term (depending on whether it happens in March or April). Chad says that we should rephrase the bylaws to say "concomitant with the entity renewal" to acknowledge that the state may change when entity renewal happens or if we want to hold elections during the same month or the month before. Renewal is always April 30 because that is the anniversary of when the FoLL became a business entity.

Jane says that you cannot access the account unless listed on the business entity. There is also a \$15 fine to change the roster mid-year. In the past, individual board members or board officials have paid it and been reimbursed.

Related tasks:

- Chad proposes that he write something up for the new bylaws in the interim that we can then use to make the proposal to the membership board.

#### Speaker Report

Presentation by Brad Armstrong

Has a meeting scheduled with Tammy Proctor on Monday, March 20. May see her earlier, but plans to talk to her at least by next Monday. Contacted Michael Ballam after tracking down his personal contact information. Expects to have one of them as a speaker in April. Is planning to have the speaker on the third Wednesday (April 19) unless that doesn't work for the speaker.

#### Information Items:

##### FoLLSpring Book Sale (Thursday-Saturday, March 23-25)

###### Report by Brad

Has eight or nine people interested in volunteering. Sent an email saying that the last time to sign up will be Saturday, March 18. Brad is planning to be there all day Friday and Saturday. Sheldon Miller has committed to being there all day everyday. Brad is not that concerned about staff because he has so much volunteer help.

Anne says that a second call has gone out recently to the membership list. Joseph, a library employee, noted that the Library received 25 boxes in books from a large donation this past Saturday. Ideally, some of those boxes will be processed/cataloged before the sale.

Anne proposed sending an email out to local libraries letting them know that they can take whatever books they want at the end of the sale. No one had a problem with that, although Brad pointed out that the check from recycled books may be smaller.

Robert said that Robbie would be available to help Brad set up on Thursday. Brad plans to be there at 11 am or noon to start setting up.

###### Related tasks:

- Brad will send out the schedule to the membership on Sunday night (3/19) or Monday (3/20).
- Robert needs to send Anne the press release and then tell her what to do with it.
- Brad and Sheldon need to put up posters all over town (maybe one takes the north end of the valley and the other takes the south)
- Robert will bring Brad the cash box on Thursday, March 23
- Brad may ask Anne to send out a final volunteer solicitation either for (1) staffing or (2) set-up and/or clean-up. Brad will let her know either Monday or Tuesday.

#### Old Business

##### Membership Brochure

###### Discussion led by Brad

Brad's computer keeps crashing whenever he tries to edit the brochure. He recommends that we print out a copy and edit it by hand. Robert can use a physical copy to make edits. Anne proposes that whoever wants to can stay after the meeting and help finish physical edits.

#### Friends' archives

###### Discussion led by Anne

Wants to separate important documents into Archives and General Information. Archives will contain the traditional article of history and development (e.g., meeting minutes, treasurer's reports, membership reports, annual reports, newspaper articles, event photographs, event flyers, and previous editions of bylaws). General Information will contain current bureaucratic documentation (e.g., Articles of Incorporation, current bylaws, current officers, annual task with date and person responsible, email account address and password, Facebook account address and password, bank account info, current charitable license, current Logan business license, current tax form, and BD&B number copy).

We could have a person managing most articles but also have specific officers managing associated documents (i.e., the Treasurer would be in charge of the Treasurer's Report, etc.). Brad sees nothing wrong with the proposal but thinks that we should consider electing/appointing an archivist or historian to manage it. He doesn't believe that the four officers alone could execute this.

Robert thinks this is impressive and useful, but cautions keeping it as minimal as possible. That said, Robert is not keeping any articles for the FoLL other than the initial documents he was given. He keeps things that we give him but nothing above or beyond that.

Anne thinks that we just need a central location for information. Robert is willing to house our documents, we just need to get him everything that we want/need to keep.

Brad proposes that we do the initial work to gather documents but then appoint a board member (i.e., Sheldon Miller, Gail Yost, etc.) as a volunteer archivist to update/maintain our information on a monthly basis.

Anne asks that we accept her current proposal as described and ask Gail Yost to be the appointed person to work on the archives portion for the term of this board. Gail will be charged with the gathering of archival materials. At the June meeting, we will have a working session on the archives.

Brad moved that we appoint Gail as our current archivist/historian for the remainder of our term. Jane seconded. All agree.

#### Other Items:

Contacting email-less members about events

Discussion led by Anne

Brad recommends postcards. Anne is curious about how Sheldon contacts them for membership renewals.

- Anne will ask Sheldon what he does and then take it from there.

#### Around the table

Open discussion

Anne asks if the third Wednesday at 6:15 still works and if it would work to meet in a common area like this week. Stephen asked that it be later to accommodate eating dinner beforehand. Anne pointed out that 6:15 was meant to accommodate board meetings before membership meetings. Brad suggests moving board meetings to 7 pm in non-membership meeting months. He also suggested just sending some meeting reports in advance so that officials don't have to explain

reports in meetings. Robert's personal preference would be to make it 7 pm across the board and have an officer meeting in the first fifteen meetings of membership meetings. He believes that members will understand, it will keep that meeting short, and, if it requires a more in-depth conversation, we can push it to the next meeting. Robert says that we could just have a membership meeting without a board meeting. It wouldn't violate anything and the President does set the agenda. Brad says that all we really need is (1) approval of minutes, (2) the Treasurer's report, and (3) the Library Director's report. That would only take 10 minutes of the membership meeting. Robert says that the library programs get priority, so we can have access to the meeting whenever we want. But, no one had an issue with meeting in the common meeting area.

Anne would prefer to not have board meetings during membership meetings except for the October meeting that is the annual meeting for all. She also thinks that a standardized meeting time of 7 pm on every third Wednesday will work.

Robert is happy to report that the mayor made a new announcement about a new Logan Library.

Gail is happy that Mayor Peterson has pledged his annual salary to help pay for the new Library.

Brad wanted to find out from Robert if he is aware of any committees forming regarding library formation. As incoming President of the FoLL, he'd like to be involved. The next step is bringing in an architect and the mayor has formed a committee to select said architect. Once an architect is chosen, he or she will run a series of community-based focus groups soliciting input from the community. At that point, the FoLL will likely want to be involved.

Meeting Ending

Brad moved that we adjourn. Jane seconded. All agree.

**8:22 p.m. March 15, 2017**