

**Friends of the Logan Library
2017 January Board Meeting
Logan History Room, Logan Public Library
5:30 p.m. January 9, 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), Stephen VanGeem (Secretary), Jane Erickson (Treasurer), Gail Yost (FoLL Member), Robert Shupe (Logan Library Director), Brad Armstrong (Vice President)

Approval of minutes from last board meeting

Brad made a motion to approve, Jane seconded. All agree.

Information Items:

Charitable Organization Permit renewed

Report by Anne Hedrich

Former President Sheldon Miller let Anne know that the paperwork has been filed and accepted

January Membership meeting date and program

Report by Brad Armstrong

The next membership meeting will be in the Lake Bonneville Room at 7 pm on Wednesday, January 18. The speaker will be Darrin Smith, a local freelance writer, photographer, and author. For the next speaker, Brad wants to talk to faculty in the History Department at Utah State University about sending someone to talk about the 100th Anniversary of the Great War. He mentioned talking to the Department Head, Tammy Proctor. Gail Yost also recommended RaeAnn Thayne, a local author. Ms. Thayne has been writing romance novels for 20 years and two of her most recent series have been featured on Best Seller lists. Brad said he thinks that we could get Michael Ballam some time later this year. For the upcoming member speaker, we need the following tasks completed:

- Robert needs to arrange for a computer and projector on the day of
- Brad needs to write a press release that Robert can send out

Spring Book Sale

Report by Anne

The books sale is still scheduled for March 23-25 in the Lake Bonneville Room

Canvas Bags Program

Report by Robert Shupe

Robert announced the new policy about complimentary bags to the staff on December 22 and the Logan Library has started giving out the pre-existing bags (the older bags that the library originally charged patrons \$2 to purchase). Robert has yet to print up new ones. The bags do not come with brochures about the FoLL because the Library is still waiting on the revised materials.

Financial Activity since October membership meeting

Presentation by Jane Erickson

The balance on October 18, 2016 was \$7948.55 and was \$9060.00 on January 9, 2017. The increase in funds came from the book sale total of \$1091.45 and four \$5 membership dues/renewals. Jane said that the profits from the book sale likely included some membership dues but didn't know how many. Anne said that in the future such dues should be separated out. Brad said that we can figure out who paid/renewed during that time by looking at those memberships with a October 2016 start date. Jane has not written any checks. The secondary account associated with the Cache Valley Storytelling Festival has a balance of \$158.76. Anne reported that she got a check for \$573.00 from Thrift Recycling Management (Baltimore, MD) as well as a handful of new memberships for deposit.

Robert keeps a paper file on FoLL documents in his office (and asks that Anne forward along important stuff). Anne recommended that we have someone look that file at some point to establish what should be included. Jane recommended having a documentation paper trail that would be useful during officer transition. The board decided to bring file to the next board meeting so the board can look over it together.

Membership Activity since October membership meeting

Discussion led by Anne

Again, Jane said she processed at least 4 new memberships/renewals since the last board meeting. Anne would like to separate those two in the future.

Other Officer Activity since October membership meeting

Discussion led by Anne

Robert asked about clarification about the membership meeting. Currently, the board doesn't discuss business at the membership meeting, but Robert thought it might be a good chance for FoLL members to hear about the Library programs in general. Robert offered to give a Logan Library Director's report at all future quarterly speaker series and Anne liked the idea. Brad says that's what we've always done as Sheldon always left time and Brad always documented it as Secretary. Robert wants it to be formalized as part of the new way of doing things where we separate out the board meetings from membership meetings

Action Items:

Setting Dates for meetings

Discussion led by Anne

Building off of Robert's request, Anne had a similar idea: she feels like the board needs more connection both with itself and the membership and would like to propose a series of standardized practices. First, she would like to have monthly board meetings on the third Wednesday of every month (she questions how well we connect over email). Second, she proposes that the board holds their meeting before the quarterly membership meeting and invite interested members to come early and attend the board meeting prior to the speaker series. Anne believes that board meetings could be short (e.g., 30-45 minutes) if they are standardized and more often and proposes that they start at 6:15 pm on speaker series days. Robert wants to keep those separated out because it was difficult to transition from membership meetings to board meetings. Jane asked if the board would be busy with set up but Robert said we could have it set up in advance. Jane recommended that the board meet in the Logan History Room and then have the membership meeting in the Bonneville Room. The board decided to try it for the next three months and then revisit the practice in May (if not sooner). The next four board meetings are set for February 15, March 15, April 19, and May 17.

Anne proposed that membership meetings will be severely reduced because it will not require formal minutes as much as a summary report. Robert says that the only issue with that is if membership has to vote on something. The board decided against summaries, and instructed Stephen to do minutes the same as ever (separate minutes for the board and then the membership). Anne wants to standardize everything to third Wednesday (including the Book Sale planning dates). Robert recommended that Anne create a brief agenda for the membership meeting. For the upcoming membership speaker series, we need the following tasks completed:

- Anne needs to create a brief agenda for the membership meeting
- Robert needs to prepare a Logan Library Director's report

FoLL Webpage

Discussion led my Anne

Anne wants a greater web presence using both the FoLL Facebook page (<https://www.facebook.com/loganlibraryfriends/>) and the "Friends" landing pager on the Logan Library website (<http://library.loganutah.org/information/friends/>). Robert pointed out that both the Library and the FoLL have to agree on the Library-hosted page. Once Robert knows what information the FoLL want included, he will forward it along to a staff member who will update it. Robert informs us that Cindy Shupe started the Facebook page and that Rachel Anderson was in charge of maintaining it before she had a baby and then left her position at the Library. Brad said that we might need to formally write to Rachel and ask if she wants to continue to maintain it.

Anne definitely wants to include meeting announcements and a calendar of events, but questions how we should handle meeting minutes. Robert is willing to host some board meeting minutes (i.e., the last month's worth or the last two or three) but is not willing to archive all of them. If a member is interested in

information from years past, he or she can make a request of Robert's print archive. Jane doesn't think there's really much interest in old minutes.

Anne asked Robert if he could put a calendar on the main Library page. Robert made a recommendation regarding the Facebook page: Anne could send out a feeler on the membership list to see if anyone is interested in being an administrator. Robert suggested that Anne put something together for the next board meeting letting us know what information she wants to get out there. Anne said she would bring something to the next meeting. For the next board meeting, we need the following tasks completed:

- Anne needs to prepare a list of things she wants included on the Logan Library page and the Facebook group
- Robert needs to reach out to Rachel Anderson to see if she's still interested in maintaining the FoLL Facebook group
- If she is not, then Anne needs to send out a notice to the membership list to see if anyone is interested in being the administrator

Membership Brochure

Discussion led by Anne

Sheldon found the old file and forwarded it to the board. Brad proposed communicating over email about any changes before next Wednesday. Brad will bring the revised draft to the membership meeting on Wednesday, January 18, for approval. If the board signs off on it then he'll forward it to Robert to be printed. Based upon this timeline, Brad needs edits by next Monday. Robert said that we don't need to provide the brochure in an electronic format because his staff member will make it up in a graphics program anyways.

For the membership meeting next week, we need the following tasks completed:

- All board members need to contact Brad (southpaw1317@yahoo.com) with any edits by Monday
- Brad needs to make revisions and then bring a proof to the membership meeting next Wednesday
- If the board signs off, we need to get Robert a copy of the final version

Other Items

Open discussion

The Logan Library had no formal requests. The Logan Library Board meets on Tuesday, January 10. Gail Yost wants the board to make it clear that members are invited to listen to the board meeting prior to the speaker series, arguing that a board that is as open and accessible as possible will inspire members to stick with the society. Robert thinks it would be good to acknowledge Liz Cruz as the Library Board liaison to the FoLL (i.e., invite her to meetings, let her know about them).

Robert updated the board on the CV Storytelling Festival. Robert elected to promote the 2017 Festival but not to formally participate citing too many questions about the changes in leadership and the ongoing future of the Festival. The Logan Library will consider partnership on a year-to-year basis, so Robert

suggests that we leave the money in the associated account while waiting to see what happens in the future. The board agreed.

Meeting Ending

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

7:15 p.m. January 9, 2017