

**Friends of the Logan Library
2017 May Board Meeting
Old Ephraim Room, Logan Public Library
5:37 p.m. May 17, 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), Brad Armstrong (Vice President), Gail Yost (FoLL Member/Historian), Karen Clark (Acting Logan Library Director), Chad Hutchings (Registered Agent/General Council)

Approval of March minutes

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

Treasurer's Report

Presentation by Jane Erickson

Deposited \$1299.75 from March book sale and \$265 from memberships. Our balance is \$10668,35. We have not received any information or money from the book recyclers, Discover Books. Brad gave them 65 boxes of books after the book sale. He gave them either Sheldon's or his information.

To Do list:

- Brad will follow up with Discover Books to pin down timing.

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

Membership Report

Report by Former President Sheldon Miller

Sheldon was not in attendance so Anne led the discussion. According to Sheldon's spreadsheet we have 106 members. Jane noted that there were two additional payments since the book sale.

Gail asked about whether her live-in brother-in-law could be considered a member under her Family Membership. Chad reminded us that families only get two membership votes.

Speaker Report

Report by Brad Armstrong

Tammy Proctor's April presentation went very well. It was well attended and there was a lot of interest. Brad thinks that we should utilize University Faculty more. History Professor Dan McInnerney reminded Brad that USU is a land grant university and part of the mandate is extension. Brad will start planning the July speaker after he gets back from a pre-Memorial Day Weekend trip. He is still planning on having Michael Ballam talk in October.

Book Sale Report

Report by Brad Armstrong

We had a consistent flow everyday and were constantly putting out additional books. We had a good turnout for volunteers. Brad would prefer to do the Fall Book Sale on September 21-23 in the Bonneville Room. We had a good turnout for set-up but a smaller group to takedown. Maybe next time we should solicit for more help at the end.

Gail and Anne brought up using Square. Brad said that 12-15 people had to leave to get cash and 3-4 didn't come back (their sacks just sat there). Brad thinks it's a good idea in order to avoid having so much cash on hand. Gail thinks we would sell more if we took plastic because people tend to buy more if they aren't using cash. Chad recommended using PayPal too. Jane asked if the FoLL would need a dedicated computer and Chad suggested borrowing a Logan Library tablet. Karen said that she would look into whether the Library has a secure tablet to use. Anne asked Jane to look into Square and PayPal.

To Do list:

- Jane researches Square and PayPal.
- Karen will ask the Logan Library IT employee to see if the library tablet is secure.

Library Director's Report

Report by Karen Clark, Acting Director

The Library opened the Director position and the application due date is June 2. Mayor Peterson hopes to have a Director in place by August 1. Twelve architecture firms have submitted portfolios and the design committee has narrowed the list to five. The mayor has not committed to relocating to the Emporium. Despite the presence of an advising group, the location of the new Library is solely the mayor's decision.

Information Items:

Search for New Library Director

Report by Karen Clark, Acting Director

See previous summary.

Bylaws Review Committee

Report by Anne Hedrich

Tradition usually holds that the President-elect (i.e., the current Vice President) leads a committee to review the bylaws. Anne asked that Chad serve on the committee. Any suggested changes should be sent to Brad. The committee should meet in late June/early July. The committee will submit any potential revisions to the FoLL board at the August meeting. Given the extensive review last year, Anne thinks that the process could be much simpler.

To Do list:

- Brad needs to organize a bylaws committee.

Friends' Membership Brochure

Discussion led by Anne

Karen and Anne have been emailing back and forth, and submitted the new brochure for board review. The plan is to print some and display them in the Library, as well as place them in the book bags. We will also link to it from the online pages.

Jane suggested putting a small date stamp at the bottom of the latest copy just so we know when it was last revised. Karen said that she would ask the Library graphic designer to fix it.

To Do list:

- Karen gets a revision date stamp on the latest version.

Facebook Page

Discussion led by Anne

Facebook Page is still plugging along. Please forward any suggestions or announcements to Anne.

Friends' Library Page

Discussion led by Anne

The new website is ready to go. Robert didn't want more than just the prior three months but Anne doesn't see a problem with including up to a year's worth of materials.

Friends' archives

Discussion led by Anne

The plan is to focus on the archive at the June meeting. Anne asked that we provide any materials by the next meeting. Gail said the first version will likely be skeletal. Gail says that she has a lot of the old agendas in her email. Chad asked that only public emails be considered for archiving.

To Do list:

- Gail should start to organize the archives for the next meeting.

Old Business:

Officer Election Timing

Discussion led by Chad Hutchings

Brad motions for a meeting of a "committee of the whole". Stephen seconds the motion. All agree.

Brad motions to reconvene the meeting as it was. Stephen seconds the motion. All agree.

Brad sent bylaw revisions earlier today. He dated it May 2017. As we discussed last time, Chad proposed that we simplify things for the organization by holding officer elections at the same time as business entity renewals in April. We have an unintentional delay now of six months and it would be easier if we renewed the business entity at the same time that we updated the official roster of board members.

Chad's first change is in Section 3.06 where he changed the annual meeting of the Entity from the third Wednesday in October to the third Wednesday in March.

Chad's second change is by adding Section 4.19: Amendment of Terms of Officers for Single Special Term. He proposes three possibilities: (1) just taking the current officers and extending their term until April 2018 (i.e., extending the current group for six months); (2) creating a special six month term that will be filled by the current administration but counted as separate from the current twelve-month term; and (3) hold elections in October as usual but then held another election six months later, although that special term will not count toward any officer term-limits. Chad says that the board can chose any option but the membership will need to vote on it before it is ratified.

Chad's third change is by adding Section 4.20: Virtual Meeting Attendance. This is motivated by Chad's current involvement with the State Library Board. It has proven difficult to schedule the date of the annual meeting because not everyone can make it on a given date. With a City Library Board or a County Library Board, you can replace board members who do not regularly attend. The State Library Board does not have any provision for getting rid of members that do not attend but requires that five board members (of the nine appointees) attend a meeting in order to have a quorum. This applies only to officer meetings so that the board can move forward even if an officer cannot physically be in the room.

Chad's fourth change is by adding Section 4.21: Power of Association. If the whole board agrees that associating with another non-profit or educational entity is beneficial to both groups, the board alone can vote to move forward with the collaboration and a Memorandum Of Understanding. If over time the membership has concerns about the association, the general membership can veto the affiliation by a 2/3 majority vote. Brad mentioned the FoLL's prior association with the Cache Storyteller Festival and Chad cited that as an influential example when drafting this section.

Chad's fifth change is by adding Section 5.10: Conflict between Articles of Incorporation and Bylaws. We are choosing to have the bylaws be in control over the articles. The bylaws are more of a living document than the articles so it will be better to have those as the law of the FoLL.

Chad's sixth change is by adding Section 5.11: Special Amendment of Articles of Incorporation. The next time we renew the business entity we will update the bylaws.

Chad suggests that we think about each change and decide how to proceed by the next meeting. The board could even discuss these proposals over email, with final changes submitted to Chad via email. Bylaw revisions need to be submitted to the general membership a reasonable amount of time before they can be voted on and adopted at the October meeting.

New Business:

AV Cart Purchase Request from Logan Library

Discussion led by Karen Clark

We approved an AV cart last fall but Karen wants to delay it until July 1 so that it can go on next year's budget. Jane asked if the Library needs to go through a

purchasing agent but Karen said that it needs to be over \$5000. The current proposal totals about \$1300. Based on Jane's experience, it was useful to run it through an agent. Karen said that she would ask around. Anne asked if we should delay approval until the August membership meeting based upon this question. Karen will bring a new itemized request in August.

To Do list:

- Karen works with a purchasing agent to put together a new itemized request for the August meeting.

Friends' Book Donation (from USU) Recommendation to Logan Library

Discussion led by Anne

Utah State University Library has stopped accepting the majority of book donations so Anne is looking for a new place to forward those boxes of books. Karen will consult with the staff to see if they want to deal with an increased volume of donated books.

To Do list:

- Karen will ask the staff if they want to deal with more donations.

Other Items:

Around the table

Open discussion

Gail asked Karen about Robert Shupe because she thought he should have had an official farewell from the FoLL. Gail wants more members to sit in on the meetings because the new board is so much more open.

Meeting Ending

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

7:09 p.m. May 17, 2017