

**Minutes of the Friends of the University Libraries Board Meeting, Monday
December 1, 2008, 111 East Hall**

Present: Kathleen Garland-Rike, Greg Fitzgerald, Regina Buckner, Randle Gedeon, Susan Steuer, Warren Fritz, Sharon Carlson, Joyce Zastrow.

Welcome/Announcements

The meeting was called to order at 2:07 by President Garland-Rike.

Approval of Agenda

The agenda was approved as presented. (Fritz/Carlson)

Approval of Minutes

The minutes were approved as amended. (Steuer/Fritz)

New Business

Treasurer's Report

Buckner reported that there were two changes since the last meeting. We spent \$387 for the reception expense for program by Sylvia Van Peteghem on "The Tower of Books at the University of Ghent." We also received a membership renewal for \$10. The renewal letters will go out in December. This is one of the more active times for membership payment.

Retired Faculty Letters

Garland-Rike reported that she had been in touch with Gerow about the free memberships for retiring faculty. Letters will go out soon.

Committee Reports

Website – Garland-Rike took a couple of notes about the website. The wind energy program flier did not get up, but we had a banner. She encouraged everybody to look at the new website. Timmerman contacted Whang and asked about having a banner highlighting the Friends on the Libraries main webpage. Whang suggested a "call to action" advertisement like "join the friends." He also said the time and duration will vary, depending on the time of the semester and upcoming events. He asked for the tone and message. He can work on the graphics. There was discussion about the calendar which lists events across the University Libraries. We didn't get as much web advertisements for the fall event as we had in the past but the event was listed on the calendar.

Nominating – Carlson reported that she and Sheldon will work on identifying new board members after the first of the year. Buckner suggested that we check the new memberships and renewals and see if there are people indicating a willingness to serve.

There was discussion on broadening beyond membership. All of the officers rotate out with the exception of Garland-Rike. The expiring officers could serve as at large board members. Timmerman is also eligible for reelection. There were suggestions on possible board members. It was also suggested that there may be some students willing to serve. Carlson suggested that people come with suggestions at the January meeting. It was suggested to develop an ongoing list of contacts for consideration.

FOLUSA – Buckner will send them out copies of the newsletter to Garland-Rike. Gerow maintains them. There was discussion of the newsletter and its frequency and access. Carlson will see how frequently it is published.

Staff Awards – Fitzgerald and Gedeon reported on suggested changes to the requirements and the form and their meeting with LSAB. Fitzgerald distributed a copy of the current policy and guidelines. He distributed a second handout with suggested modifications. This resulted in a lengthy discussion about proposed changes and suggestions for additional modifications. Some of these areas need additional consideration at a future meeting. Fitzgerald reported that one of the changes included adding “registration, travel, lodging” to clarify what the grant could be used for. It was also suggested that somewhere on the form a statement such as, “reimbursements have to be within the guidelines set by the University and the University Libraries” be included. Buckner also suggested a sentence indicating, “We must abide by all University and University Libraries guidelines.” With the current economic conditions, there could be directives concerning travel. The “at least four weeks before the funds are needed” was discussed. This was a concern to LSAB and to the Friends. If the committee can approve requests in between meetings, the four weeks may not be necessary. Having an interactive form on the website could also facilitate this. Buckner requested that the Libraries Administration have a week before the event to facilitate the handling of arrangements. One of the largest changes involved “Proposal Review and Criteria.” Fitzgerald wondered if the committee could be reduced to one representative from LSAB and two from the board. It was also suggested that we go back to LSAB and ask about the money, specifically the amount. It was suggested the form could include a sentence, such as, “The recommended amount is about \$400 but higher amounts may be considered in exceptional cases.” The consideration is that if \$2000 is not used one year, it should be included in the budget as a commitment to roll it over for another year. Some of these issues will be discussed in January. Other suggested uses for funding included webinars and bringing in speakers. Additional suggestions included specifying the filing of a report within 60 days and the suggestion that the person receiving funds hold a brown bag lunch session to share information. Fitzgerald and Gedeon would like to get the form up as soon as possible. Longer term changes to the form could result in one form for LSAB funding and the Friends award as well as submission of a travel authorization (if appropriate) at the time of submission. It was noted that the LSAB form asks additional questions.

Writing for Gatherings

There was a general discussion about the purpose of *Gatherings*. It is to promote the University Libraries and services and collections. One issue is paid for by the Friends. The next issue will focus on fundraising. Reish is writing the lead article about

fundraising. Steuer is writing about the endowments and Carlson writing about the history of the Friends and their relationship to fundraising. There was discussion on how to incorporate more information about the Friends into *Gatherings*. Garland-Rike will ask Grotzinger if there would be any benefit in having a liaison from the Friends.

Kalamazoo Book Arts Field Trip

Steuer brought some fliers describing the offerings of the Kalamazoo Book Arts. She has spoken with Jeff Abshear about our interest in having an event. A tour would cost nothing. A demo would require cost to cover materials. Participants would have something to take away from the event. They could not accommodate a group much larger than 25. Reservations in advance will be necessary because of the limitation of 25 participants. Abshear recommends an evening event for parking reasons. A motion was made and approved to sponsor a tour and demo at the Kalamazoo Book Arts during the second half of February on a Wednesday or a Thursday and authorization to spend up to \$300 for this event. (Fritz/Carlson) Steuer will contact Abshear to get a specific date. Fliers and other publicity will need to be done by January 12.

Old Business

Spring Event – Antique Books Road Show

Carlson reported that Tiller is available March 28. Kazoo Books will help with the promotion. Gloria Tiller indicated how she has conducted this event in the past as far as tickets and appraisal. Appraisals can go on concurrently. Jim Tiller handles the old and rare materials. Gloria Tiller handles contemporary and some antique books. Dennis Simon handles ephemera and can authenticate signatures. They have done it several times in Grand Rapids. Tiller sees no reason to charge and will ask Dennis Simon if he has a fee. Tiller indicated she wants to handle more of the details after the holiday.

Trip to Gerald Ford Museum in Grand Rapids

Fritz reported on some upcoming events that may appeal to members. It was suggested that this may be a good event in late spring after the Antique Books event.

Other Business

The meeting adjourned at 3:50.

The next meeting will be January 5, 2009 at 4:00 at 111 East Hall.

Minutes taken by Carlson.