

**BOARD MEETING AGENDA**

**Mission Statement: “To support, promote and augment the operations of the Olympia Library”**

- 1. Call to Order**
- 2. Minutes of the April 2010 Meeting – Elaine Nelson**
- 3. Treasurer’s Report - Beth Dubey**
- 4. Library Manager’s Report – vote on request for funds**
- 5. Sales and Annual Meeting Reports – Kay Tortorice**
- 6. Volunteers Report – Lila Sjodin**
- 7. Communications Report – Emmett O’Connell – Set the next Committee Meeting**
- 8. New and Old Business Discussion - Mary Belz**
- 9. Book Sale Report – Irene Osborn**
- 10. Outreach Report - Mary Applen**
- 11. Membership Report – Gayle Newsom**
- 12. Adjourn** **1:00 p.m.**

**NOTES:**

## April Board Minutes

**Present:** Elaine Nelson, Gene Little, Beth Dubey, Gayle Newsom, Jean Finely, Eve Johnson, Mary Flannery, Emmett O'Connell, Lila Sjodin, Kay Tortorice, Mary Applen, Mary Belz, Patti Paul

Called to order 12:01

**March minutes:** add Beth Dubey to list of those present; moved, seconded, approved

**Treasurer's report:** reviewed summary of last year's finances, 1 year CD is due to renew on April 24. Motion to roll it over, seconded, approved. We received \$250 donation from Becky (last name?), Beth read a letter from her. Beth is hopefully going to Europe next week; Wanda will be serving as her backup.

**New board members:** Francis (?) Davis is interested in joining the board, will attend starting at 12:30, she teaches classes on Tuesdays. Discussed shifting board meeting time, but not possible with current board members' schedules. We definitely want to invite her, once her schedule allows. Discussion of board membership requirements in bylaws: would like to require Friends membership and possession of library card.

**Manager's report** (Cheryl not present): concern that her report is too long with information that is available in newsletters, etc. Mary B will talk to her. Discussion of financial requests. Eve suggested increasing to \$6500, moved, seconded, approved.

Mary Belz read a thank you letter from Paul Grudis event.

**Volunteer report,** Lila Sjodin: nothing new beyond what's in report. has procedure for outreach.

**Communications report,** Emmett O'Connell: committee discussed ways to move forward with electronic communications, in particular converting FB friends to paying members. Suggestion that newsletter is too much to read, maybe go to trifold every other month? Will be discussed at next comm meeting. Discussion of online payment. Emmett will get that set up. More discussion of newsletter timing & content.

**Membership report,** Gayle Newsom: new procedure, at the circ desk with boxes for organizations, we will be included. Her husband is making the box, which will be locked, and Beth will have the key. That will allow members to renew right at the library. Library staff will also sort the Friends mail into that box. Need to update the membership form: "For office use only: date, amount, cash/check, initials". She has been so gratified to see so many people send big checks.

Patti Paul: Wanda wanted her to bring this up: Nan, a past book sorter, passed away from cancer recently. Wonders if we could send flowers. Suggestion of sending a card, since the funeral has already passed, to be signed by the sorters. Patti will take care of it.

**Sales & outreach report**, Kay Tortorice: met with Mark Derricott. Discussion of goals in soliciting memberships. We want to build awareness that Friends are providing money for events and other activities.

**Membership meeting**, Kay: reviewed info in the packet. Planning this year's event in September, then transitioning to May in 2011. May meeting this year is still general membership meeting. Discussion of process. New members: Ross Lassiter, Frances Davis, Kay T. Who is up for re-election? Beth, Elaine, Patti are odd years. Mary sent around list for people to indicate when they joined. Have an opening for a Vice President, because Mary Flannery is stepping down. Change new version of bylaws to have at least 6 plus officers.

Next meeting will vote on bylaws.

Adjourned 1:01.



**NEW and OLD BUSINESS for DISCUSSION**

May 18, 2010

- Vote on revised By-laws
- Election and Installation of new Board Members for two-year terms
- Heartfelt thanks and good wishes to retiring Board Members
- Vote to make retiring Board Members “Members for Life” of the Friends
- Board Committees and who is on each one
- Volunteers for Membership Sales at Library events
- September Annual Membership Meeting Report – Kay Tortorice
- Sales Committee Report – Kay Tortorice
- Publicity for Book Sales Committee Report – Gayle Newsom

FRIENDS OF THE OLYMPIA LIBRARY

BY LAWS

(Revised May 2010)

The mission of the Friends of the Olympia Library

is to support, promote and augment the

ARTICLE I

Membership

Section 1: Membership in the Friends of the Olympia Library, hereinafter known as “the Friends”, shall be open to all individuals and organizations in sympathy with its purposes without restriction other than the payment of annual dues.

Section 2: The regular meeting of the membership of the Friends shall be held annually. The place and time for all regular and special meetings of the membership shall be published in the newsletter and posted on the website, and shall constitute due notice of such meetings except as otherwise required by these By Laws.

Section 3: The annual membership meeting shall be in May, at which time the officers and directors shall be elected and installed. The names of the nominees shall be published in the newsletter and posted on the website at least 10 days, but no more than 50 days, before the date set for the annual meeting.

Section 4: The business of the annual membership meeting shall include, but not be limited to, election of officers and directors and annual reports from the President and the Treasurer.

Section 5: At any meeting of the membership of the Friends, the members present shall constitute a quorum, provided the notice requirements as set forth in this article have been satisfied. Each member so present shall be entitled to one vote.

ARTICLE II

Management

Section 1: The business and property of the Friends shall be managed by the Board of Directors, consisting of the five elected officers and between six and ten Board members. The

elected officers of the Friends shall be: President, First Vice President, Second Vice President, Treasurer, and Secretary. All such officers and Board members shall meet at such reasonable times and places as may be called by the President.

**Section 1.1:** The qualifications for a Board member are: (a) membership in the Friends of the Olympia Library; (b) possession of a library card; (c) commitment to the Friends' mission statement.

**Section 1.2:** Each member of the Board of Directors shall possess one vote in matters coming before the Board. Voting by proxy shall not be allowed. A majority of the members of the Board of Directors shall constitute a quorum.

Section 2: The officers of the Friends shall constitute the Executive Committee.

Section 3: Matters requiring immediate attention, including but not limited to financial requests, may be handled by an e-mail poll of the Executive Committee. Matters so decided shall be included in the minutes of the next regularly scheduled board meeting.

Section 4: The term of office of the directors and officers of the Friends shall be for two years.

Section 5: A board member may be removed from her/his position by a majority vote of the board if the person under question has: (a) led or taken part in activities detrimental to the purpose of the Friends; (b) been negligent in carrying out the responsibilities of her/his office; (c) been absent from three consecutive meetings without reasonable cause; (d) is no longer able to fulfill the duties of her/his position.

Section 5.1: Any vacancy occurring on the Board of Directors shall be filled by a majority vote of the directors as soon as practical. Such appointee shall complete the unexpired term of the Director whose position has become vacant.

Section 6: The fiscal year of the Friends shall be from April 1 to March 31.

### ARTICLE III

#### Committees

Section 1: The President shall appoint a Nominating committee, consisting of three directors, at the March board meeting. The committee shall present a list of nominees for vacancies on the board at the April board meeting. Further nominations may be made from the floor by any member at the annual membership meeting.

Section 2: The President may create committees from time to time as needed.

ARTICLE IV

Duties of Officers

Section 1: President. The President of the Friends shall supervise all activities of the Friends; execute all instruments in its behalf; preside at all meetings of the Board of Directors, the Executive Committee, and the membership; call such meetings of the Board of Directors, the Executive Committee and the membership as shall be deemed necessary; appoint committees and perform other duties usually inherent in such office.

Section 2: Vice Presidents. The Vice Presidents, in order of their rank, shall act for the President in her or his absence and perform such other duties as the President may direct.

Section 3: Secretary. The Secretary shall take the minutes of all meetings of the organization and perform such other duties as the President may direct.

Section 4: Treasurer. The Treasurer shall receive and be accountable for all funds belonging to the Friends, pay all obligations incurred by the Friends when payment is authorized by the Board of Directors or the Executive Committee, maintain bank accounts and depositories designated by the Board of Directors, render periodic financial reports and participate in an audit of the books at the end of her or his term.

ARTICLE V

Residuary Powers

Section 1: The Board of Directors shall have the powers and duties necessary or appropriate for the administration of the affairs of the Friends. All powers of the Friends, except those specifically granted or reserved to the members by law, the Articles of Incorporation, or these By Laws, shall be vested in the directors.

ARTICLE VI

Parliamentary Procedure

Section 1: Roberts Rules of Order, Newly Revised, when not in conflict with these By Laws, shall govern the proceedings of the Friends.

ARTICLE VII

Amendments

Section 1: These By Laws may be amended by a two-thirds vote of the Board members of the Friends present at a regular or special meeting thereof.