

Friends of the Orange County Public Library
Board of Directors Meeting, November 11, 2012

Present: Mark Smith, Sandy Gerstner, Janet Flowers, Chris Holaday, Robin Bedingfield Brown, Erin Hils Shepherd

By Proxy: Lori Graham (a written proxy by email was submitted by Lori Graham giving Robin Bedingfield Brown her proxy for this evening's meeting on 11/12/12)

Absent: Bill Barrows and Lucinda Munger

Co-Chair, Erin Hils Shepherd, called the meeting to order at 6:05 p.m.

Minutes

- a. Janet presented the October meeting minutes and it was noted that a line about the Nominating Committee on page 3 should be deleted as it was an internal editing note. With a motion by Janet and a second by Robin, the Board voted unanimously to accept the minutes with this change.
- b. ACTION ITEM: The Action List was reviewed and the only outstanding item is for Sandy and Mark to go to the bank to make the check authorization change discussed in October. Janet will draft a letter for them to take to the State Employees Credit Union.

Financial Report

Sandy reviewed the October financial report. With a motion by Robin and a second by Chris, the Board unanimously accepted the report.

TCF Investment Policy

Mark, on behalf of the Finance Committee, presented a recommendation that the Board move the Friends' investment with the Triangle Community Foundation (TCF) to a more conservative portfolio to minimize risk. Currently, it is in a fund that is allocated 60/40 split (stock - equity / bonds – fixed income). During this year, the account has fluctuated and though it is currently back to its original balance, at one point it had lost \$1,600. This request will move funds into a more conservative portfolio of 70/30 allocation (70 fixed /30 equity income). This will keep the Friends' money in a minimal risk environment and have it liquid for the mission of the Friends.

Robin moved to accept the Finance Committee's proposal and Chris seconded; the Board unanimously accepted the proposal. ACTION ITEM: Sandy will notify TCF about the desired change.

2013 Proposed Budget

Sandy took questions regarding the proposed 2013 budget, which was presented in October. Changes to the Library Support section were discussed and the categories were determined to be: Collection Development, Equipment and Furnishings, Technology, Programs, and Staff Development. Janet reviewed the budget categories for the By-Laws, Spending Policy. and Budget, and suggested these categories for all three documents. As a consequence of this decision, staff support and library services were removed under Library Support. Chris moved to approve the budget with these changes, Janet seconded, and the Board voted unanimously to approve the new budget.

Proposed Bylaws Changes

Robin opened the floor for discussion of the proposed bylaws changes presented in October. She noted that there were a couple minor changes since last month, with the most pertinent one being the addition of a line that states Board members must be Friends in good standing with up-to-date paid dues. Janet noted that it would be best for all Board members to renew their memberships at the Annual meeting.

Chris moved to accept the changes and Mark seconded; the Board voted unanimously to accept the proposed bylaws with changes for presentation at next month's Annual Meeting.

ACTION ITEM: Erin will send out the bylaws with proposed changes to the membership via the listserv no less than 14 days before the Annual Meeting.

Board Candidates for 2013-2014

On behalf of the Nominating Committee, Erin presented two candidates for the 2013-2014 board: Marcia Cameron and Laura Simmons. Both candidates currently volunteer with the Ongoing Book Sale and have volunteered at the semi-annual book sales. Erin noted that Marcia and Laura are looking forward to joining the Board. At this point, there is an open position of Secretary and the new Board will address at the December 2012 business meeting. The Board voted unanimously to approve the candidates after a motion by Robin and second from Janet.

ACTION ITEM: Erin will send out the candidates' bios to the listserv this week.

Spending Policy

Janet presented the proposed Spending Policy from the Finance Committee for discussion. Janet reviewed the DRAFT gift acceptance policy and added consistent wording for the Spending Policy. In addition, she added wording indicating that 'the Board of Directors makes decisions on spending in consultation with the Library Director.' As noted during the Budget discussion, Janet mentioned that it is very important that we use consistent terminology in all policies. Janet requested that the Board receive this the policy as a report at this time.. The Board decided to wait to vote on the policy until January 2013.

Gift Acceptance Policy

Erin presented the proposed Gift Acceptance Policy from the Finance Committee, which outlines the types of gifts the Friends will accept and the process of how to accept these gifts, keeping in mind county requirements and processes. Minor changes were noted in the name of the library and a capitalization. Robin made a motion to accept the policy with the minor changes noted, and Chris seconded. The Board voted unanimously to accept the policy with changes.

Erin and Janet thanked the Finance Committee for its excellent work in preparing these policies.

Updates

Annual Meeting

Janet reminded the Board that the Annual Meeting—which is being billed as a festive, year-end celebration—will be Saturday, December 1, 2012 at 2 p.m. Moreton Neal, noted local author and food editor, will be the featured speaker. Janet presented the lovely flyer designed by Jess Arnold and she asked Board members to post copies of the flyer around town. Janet has submitted the event to numerous media outlets already. Janet pointed out that the event is marketed as a festive celebration rather than "Annual Meeting", hoping to garner greater attendance from the public.

Janet noted that the Program Committee and Board members are already lined up to take care of the event details

The Board will hold a short business meeting after the event to elect officers for 2013.

ACTION ITEM: Erin will notify Marcia Cameron and Laura Simmons about business meeting on December 1.

Membership

Robin noted there are a few more memberships/renewals to process in the weeks since the fall book sale. As practiced in the past, renewals received in the last quarter are applied towards the current year and the next year. Janet and Erin asked if this practice should be put into writing. Did we agree to add this to the membership brochure? [No , not on the tape.](#) (To answer Janet's question: I don't believe so.)

Robin also said the membership brochure supply is getting low and that she'll be working on an update to it for printing. The question was raised as to whether the library might allow the Friends to print the color brochures in small, as-needed batches. Otherwise, the brochures will be printed in bulk with a TBD (but local) printer.

Action: Robin will ask Andrea if we can print brochure in Library.

Financial Matters

Ed Flowers was reimbursed for the purchase of the financial laptop.

Ongoing Book Sale

The Ongoing Book Sale continues to go smoothly and will begin accepting selected weeded books from the library's collection. Erin and Bill met with Andrea in October and decided that the following types of books would best fit the demands of the Friends' book sales: fiction by best-selling authors, local authors, and large print formats. In non-fiction: crafts/décor, animals/pets, cookbooks, photography/hobbies, homesteading/gardening, home repair, and history. Erin expressed her thanks to the library for offering these books to the Friends.

News from the Library

The library will be receiving the results of the Community Needs Assessment later this month or in early December from Dr. Chow. At last count, there had been nearly 400 responses- unfortunately some of those who responded thought we were the Chapel Hill Library or that they were part of the Orange County Library system.

The other big project at the library is the weeding of the adult fiction collection in preparation for tagging items with RFID stickers. We have already gone through the Biography collection and will do large print next.

The meeting adjourned at 6:50 p.m. – Andrea Tullos, Assistant Library Director