

**Friends of the Orange County Public Library
Board of Directors
Minutes from the Meeting of 14 January 2013**

Attachment: (1) Action Item List
(2) Financial Reports
(3) Spending Policy

The meeting was called to order at 6:00 p.m. in the Staff Lounge by Board President *Janet Flowers*.

Present: *Bill Barrows; Robin Bedingfield; Marcia Cameron; Sandy Gerstner; Erin Shepherd; Laura Simmons; and Mark Smith.*

Absent: *Chris Holaday* submitted a voting proxy to *Robin Bedingfield* prior to the meeting.

Ex Officio Present: *Andrea Tullos*, Library Assistant Director.

A quorum was present.

Minutes:

- Robin presented the November 12, 2012 draft minutes: The minutes were **APPROVED as written**. (**M Robin Bedingfield / S Erin Shepherd**) Also **APPROVED as Written** were the draft minutes of the Annual Meeting of the Membership of December 1, 2012 (**M Robin Bedingfield / S Bill Barrows**) and draft minutes of the subsequent meeting of the Board of Directors, also of December 1, 2012. (**M Robin Bedingfield / S Laura Simmons**)

- Robin then presented the updated Action Item list: (See Attachment (1)) Andrea's suggestion to add a line in perpetuity to the Action Item list for Bylaws issues/recommended changes was **APPROVED by General Consent**.

Financial Reports:

- Sandy presented Reports dated January 1 thru December 31, 2012, November 1-30, 2012, and December 1-31, 2012. The reports were **APPROVED as Corrected**. (See Attachment (2)) (**M Robin Bedingfield / S Marcia Cameron**)

- In addition, Mark asked that Board members ensure the monthly reports are a useful tool, and solicited recommendations to make them more helpful.

- Sandy reported that the new file cabinet for the Friends' room will be delivered prior to next month's meeting.

New Business:

- Janet presented the calendar for 2013, showing planned activities for the Friends. She noted that the Friends will not be organizing and hosting quarterly programs this year, but that the Board may choose at its discretion to co-host with the library on specific programs of interest. The Board discussed possible dates for the Staff Appreciation Breakfast: Due to the implementation of new technologies in the library and the related training, this Spring will be a very busy time for the staff. National Library Workers' Day will be celebrated on April 16th, but the date most readily available for the Breakfast was decided to be Friday, April 26th, from 8:45 till 10:00 a.m. That date was added, **(M Laura Simmons / S Robin Bedingfield)** and the calendar was **APPROVED by General Consent.**

- Janet also presented the Committees and Assignments charts, which delineate the membership of each committee and task assignments for each officer position and committee chair. She reported that Laura Eastwood, Chair of the Financial Committee, has resigned. Sandy, Mark, Lucinda, Jim Burton and Paul Parker remain on the committee: The committee's only current charge is to monitor the TCF investments. Janet is seeking a new Chair. She also noted that a designer is needed for the Newsletter Committee, and will contact the local universities, technical colleges and high schools in search of interested graphic artists.

- Erin presented the Draft Spending Policy, which documents the legal purposes and processes for requesting funds from the Friends. A general protocol has been understood in the past, but this formalized policy is needed to standardize the categories and processes for requests. The Spending Policy was **APPROVED with corrections.** (Attachment (3))
(M Marcia Cameron / S Mark Smith)

- The Agenda Item entitled "Goal Sharing for 2013" was postponed: A motion to dedicate next month's meeting to this topic was **APPROVED.** **(M Laura Simmons / S Robin Bedingfield)**

Funding Request:

- The Library Director has submitted a funding request to the Friends for \$10,500. to purchase and install a third RFID self check-out station, to be located on the second floor of the library. The Capital Improvement Plan funds two stations, which will be located on the first floor near the main entrance. This third station will include self check-out, the ability to reserve materials, and a coin operator to cover printing costs from patrons' internet searches. The request was **APPROVED.** **(M Erin Shepherd / S Bill Barrows)** A placard will be affixed to the unit acknowledging the Friends' donation.

News from the Library:

- Andrea reported on the RFID Project and the ILS System Training currently underway. 50% of the RFID tagging of books has been completed. The estimated date for "going live" with the system is March 13. ILS Training is ongoing, and the system is expected to be implemented at the end of April, significantly changing and enhancing the catalog system for users. Both of these projects are funded by the Capital Improvement Plan.

- The Strategic Planning Initiative is ongoing, with Needs Assessments returned last week. Meetings will start at the end of January to work on the Strategic Plan for the library's future.

- Andrea noted that longtime employees Ginger Holler and Oliver Collier retired in December. The Friends join the library staff in thanking them for their many years of service to the library and its patrons.

The next Board meeting is scheduled for 6:00 on Monday, February 11 in the Staff Lounge. All business being completed, a motion to Adjourn was **APPROVED** at 7:15 p.m.

(M Bill Barrows / S Erin Shepherd)

Robin C. Bedingfield
Secretary

Attachment (1)

OUTSTANDING ACTION ITEMS

Updated following FOCPL BoD meeting of Jan 14, 2013

Ongoing

1. ***Janet*** - Spotlight on Service ticket drawings, notification and publication.
2. ***Membership Cmte***- At the September 2013 Board meeting, the Board will discuss and approve membership dues for 2014.
3. ***By-Laws Cmte*** - For consideration at next biennial review

One-Time

- 1) ***Chris & Bill*** (per Oct 2012 minutes) - Recommend policy re: "Fee or first hour free"
- 2) ***Janet & Erin*** - Selection of Financial Committee Chair & Newsletter Editor for 2013

Completed

- 1) ***Sandy & Mark*** (per Oct & Nov 2012 minutes) - Check Authorization Change at SECU
- 2) ***Sandy*** - TCF notified of Financial Committee proposal as approved at Nov 2012 meeting

Attachment (3)

Friends of the Orange County Public Library Spending Policy 1-14-13

The Friends of the Orange County Public Library (the "Friends") is a non-profit organization chartered in the State of North Carolina to support the Orange County Main Public Library.

The Friends Board of Directors, in consultation with the Library Director, makes all decisions related to spending of FOCPL funds.

This statement articulates the decision-making process through which and uses for which the Board of Directors (the "Board") will approve expenditures of FOCPL funds.

Background

This policy covers all sources of funds owned by the Friends of the Orange County Public Library.

Once the Friends Board has approved the annual operating budget, no further spending approval is required for items covered in the operating budget.

Funds donated for a restricted purpose other than endowment or reserves will be retained in the checking account for disbursement in the short-term.

Requests and Decision-Making Process

All requests for FOCPL to spend funds must be directed to the President of the Board.

A request must include:

- a. Cost
- b. Description
- c. Justification
- d. Other funding sources

If the request is initiated by anyone other than the Library Director, the President of the Friends will decide whether to forward to the Library Director to determine the Director's interest in the specified support.

Any expenditure in excess of \$50 (apart from the approved operating budget) requires the approval of the FOCPL Board.

The Board, in consultation with the Library Director, will act upon requests to spend funds and must approve such expenditures by a majority vote.

Requests can be made at any time and approved expenditures issued whenever there are sufficient funds available.

The Board will consider, on a case-by-case basis, whether to withdraw funds from the Friends' longer-term investments held at Triangle Community Foundation or other venues determined by the Board.

Uses for Funds

FOCPL supports only the Orange County Main Library in Hillsborough and its patrons.

Contributions to related Friends groups or library organizations (e.g., Friends of North Carolina Public Libraries) can be included in the annual operating budget. These may include, but are not limited to:

- a. Collection development
- b. Equipment and furnishings
- c. Library technology
- d. Programs
- e. Staff development.