

FRIENDS OF LIBRARIES IN OKLAHOMA
MINUTES
September 28, 2012
Patience Latting NW Library, Oklahoma City, OK

Board Members Present: Jon Douthitt, Sharon Douthitt, Jennifer Greenstreet, Robert Greenstreet, Mary Harkey, Mona Hatfield, Gerry Hendon, Carolyn Klepper, Carol McReynolds, Joe McReynolds, Judy Neale, Karen Neurohr, Laurie Sundborg, Harlene Wills.

Advisory Board Members Present: Susan McVey and Vicki Mohr.

Excused Members: Clare Delaney, Eugene Earsom, Cindy Friedemann, Jeannine Spencer, Desiree Webber, Latasha Wilson.

President Sharon Douthitt called the meeting to order at 10:00 A.M. and thanked the Metro Friends of the Library and Joe and Carol McReynolds for providing refreshments for the morning. The minutes of the previous meeting were accepted.

The Treasurer Gerry Hendon provided copies of the 2011-2012 budget with year-to-date amounts shown through June 30, 2012 and the 2012-2013 budget reflecting income and expenses through September 27, 2012. Amounts were explained and questions answered. Gerry moved to accept the report as presented. Jon Douthitt seconded. Motion carried. Forms were provided to board members to use for reimbursement for expenses.

President's Report: Sharon Douthitt reported that the Executive Committee met in August at the Stillwater Public Library. Among the items discussed was the possibility of doing a state-wide survey to see what types of support Friends groups would like from us. On behalf of the board, the officers accepted an invitation to lunch with OLA at the Annual Conference. FOLIO will have appropriate seating at the head table for the presentation of our awards, and we may have reserved tables for members, if we wish. Sharon felt this shared luncheon will provide an opportunity to make more OLA members aware of our scholarships and awards and perhaps encourage membership. Sharon has been attending the OLA Program Planning Sessions and the ODL Board Meetings and shared information from those meetings. She asked FOLIO board members to encourage the use of the Memorandum of Understanding at all libraries and to recruit new board members.

An updated list of committees and committee members was provided.

COMMITTEE REPORTS

Annual Meeting: No report at this time.

Archives: No report at this time.

Audit: Gerry Hendon presented the FOLIO Financial Review of our 2011-2012 records completed by Jim Barnes, Chairman of Voices of Experience/RSVP. All was found to be in correct order. Mr. Barnes made the recommendation that a computerized system for our accounts be acquired so that any future transition to a new treasurer could be smoothly accomplished. Susan McVey suggested that <TechSoup.org> might offer help with providing an accounting program to non-profits. Gerry made the motion that we donate \$50 to RSVP for the service they provided free of charge. Bob Greenstreet seconded and the motion carried.

Best Friends: Joe McReynolds reported that the committee had not formally met as yet, but would like an early March deadline for entries since our Annual Meeting will be April 5.

By-Laws: Bob Greenstreet moved we amend the first sentence of Article IV, Section 4.17 Literary Landmarks to read: "The committee shall coordinate Literary Landmark™ designations within Oklahoma by following the **United for Libraries: ALTAFF** Literary Landmark™ guidelines and application proces." in keeping with the name change. Jon Douthitt seconded the motion. The motion carried.

Corporate Outreach: Jon Douthitt announced his intention to do a letter writing campaign and asked for corporation names to contact. Among suggestions were Target, Prudential, AEP/PSO, and various Oklahoma Indian Tribes. It was suggested that we consider starting corporate memberships at \$500.

Endowment: Gerry reported that \$985 has already been received toward the \$6,000 goal voted in June. She will apply to the Kirkpatrick Foundation for a matching grant asking for approval at their November meeting.

Finance: Nothing additional was reported.

Grants: Sharon announced that Desiree Webber has asked for inactive status while she works on the plans and the addition to the Mustang Library. A new grant writer is needed.

Hall of Fame: No report at this time.

Information Table: Joe McReynolds inquired about the whereabouts of the FOLIO supplies and banner. The Douthitts have them in storage and will bring them to the January meeting.

Legislative: Jon Douthitt and Harlene Wills said a proposal for a state-wide tax cut is likely in 2013.

Literary Landmark: Karen Neurohr reported that our next Literary Landmark honoree will be Wilma Elizabeth McDaniel, an Oklahoma poet born in Stroud. The ceremony will be held sometime in April since that is National Poetry Month, and it will probably be on a school day. Karen is recording an oral history on Ms. McDaniel and has contacted her publisher. The McDaniel Estate is considering holding a Youth Poetry Contest. Karen has talked to the Stroud Public Library, and the Library Board voted to pay for half of the plaque. Whether a booklet is prepared remains contingent on funding.

Marketing/Media: The position remains open. Sharon announced she intends to visit with Cindy Friedemann about marketing ideas. Our Facebook site needs updating, and Sharon inquired whether Latasha had left Facebook access with anyone. Karen and Gerry have access, but are not trained in how to use it.

Membership: In the absence of the chair, Sharon reported a FOLIO membership total last June of 153. Our current total is 102 individuals, 31 FOL's and 20 libraries. The possibility of sending letters to FOL groups and to previous corporate members was discussed.

Outreach Ambassadors: Ambassador report forms and mileage reimbursement forms were made available to board members.

NORTHEAST: No visits to report.

NORTHWEST: Joe and Carol McReynolds reported on a seed grant follow-up with Hydro. Membership is small, but they are doing well. The Eakley Library has moved and no longer has a Friends group. Enid has 11 active on the FOL Board. Woodward does not have an active FOL group.

The Hinton Library has a new director, Taylor Meriweather, who is very interested in FOL. Carol asked Sharon to send FOL information for her to share with Taylor.

SOUTHWEST: No visits to report.

SOUTHEAST: Jennifer Greenstreet reported that Antlers now has a Friends group, and the library has a new renovation.

Carolyn Klepper announced that she and Desiree Webber visited Tuttle and that they are starting a library.

Publicity/Marketing: No chair as yet.

Seed Grants: Judy Neale announced that Waurika has received our seed grant. Walters is still in the works.

Support Staff Scholarships: Laurie Sundborg reported that she would like a January 28th deadline for application and that she is considering rewriting the criteria.

Web Page: In the absence of Cindy Friedemann, Sharon reminded members to be sure to send items for the website to Cindy with a cc. to Bruce Stone. Updating is underway. Sharon encouraged members to follow Latasha's Blog <takingteainturkey.com> and stay in touch with her via email while she is in Turkey.

UNFINISHED BUSINESS

The Dave Moore Internet Safety Classes were discussed. Sharon handed out the reports which Dave had prepared on his earlier presentations. Not all potential visits were funded last time. Additional interested libraries were Alva, Enid, Kingfisher, Watonga, and Woodward. Desiree has provided the grant template she used. Carolyn Klepper made the motion to pursue additional presentations, if funding can be secured. Jennifer Greenstreet seconded. The motion carried. It was suggested by Carolyn that if we proceed, we have a contract with Dave that specifies the amount for presentations, mileage, and motel.

GiveSmartOKC is hosting a reception on October 11 and plans to make a big publicity push. The evening reception will also be the time that disbursements from endowments will be made. Sharon plans to attend, and Gerry may possibly go. Sharon will make an effort to forward the GiveSmart newsletters to the board.

NEW BUSINESS

Gerry Hendon made the motion to donate \$50 to RSVP for the free financial review they provided to us. Bob Greenstreet seconded the motion. The motion carried.

Sharon asked the board to consider the purchase of a display board that could be used to showcase FOLIO at events. Gerry moved we allow a \$300 budget for the purchase of a portable folding display board. Jennifer Greenstreet seconded the motion. The motion carried. Sharon will also look into printing membership information on "rack cards" through Vistaprint.

The first FOLIO Regional Meeting will be held in the Southwest quarter of the state on Saturday, November 3 at the Lawton Public Library. Lawton Friends are hosting the event and providing refreshments. Sharon and Judy will prepare a letter of invitation and registration to be mailed to libraries and FOL groups in the region. Sharon encouraged board members to attend. Possible places and dates for the second regional were discussed.

Sharon read a letter from Oliver Delaney in which he placed the name of M. Scott Carter in nomination for board membership. Jennifer Greenstreet seconded. The nomination was approved. A letter of invitation will be sent.

Officers and committee chairs were asked to compile the details of their office or responsibility over the course of a year for inclusion in a FOLIO handbook. Sharon also encouraged keeping FOLIO files on a flashdrive so that vital information could easily be shared with the next person having that responsibility.

The topic for the morning FOLIO program on Annual Meeting day will be "Success. . .with Friends Like These!" Representatives from different Friends' groups with success in various areas will participate in a panel discussion followed by a question/answer session. Sharon asked for suggestions of Friends groups to contact.

An inquiry was made about the cost of the booklet for Literary Landmark booklet. Karen noted that it generally costs \$3,300-3,500 to have 5000 printed. Bob Greenstreet made the motion that FOLIO provide funding for the booklets, as needed. Harlene Wills seconded the motion. The motion carried.

Noting the very supportive role provided by Oklahoma Center for the Book, Gerry Hendon made the motion that FOLIO join the organization. Carolyn Klepper seconded. The motion carried.

Sharon asked for Board Member Agreements and Board Member Profiles from any members who had not turned theirs in yet.

ANNOUNCEMENTS

Plans were announced to work on updating our Strategic Plan in January. Future FOLIO meeting dates will be January 11 at Stillwater Public Library, April 05 at the Ardmore Convention Center, and June 14 at the Will Rogers Library in Claremore.

Advisory Board Member Susan McVey, ODL Executive Director, shared legislative information and told the board that it was very important that we talk to our legislators on behalf of libraries.

Members were updated on United for Libraries and its use and reminded that National Friends of the Library Week is October 21-27.

Sharon asked that board members be thinking about Annual Meeting and our Retreat in 2014. The board was asked to look for program topics, a luncheon speaker for Annual Meeting and a Retreat topic/theme and speaker.

The meeting adjourned at 2:25 P.M.

Respectfully submitted,

Carol McReynolds, Secretary