

**Minutes of the Board Meeting
(FMTL) Friends of the Michigan Tech Library
Thursday, March 31, 2016, 4:00 PM**

Present: Michael Bonnici, Don Durfee, Karen Hubbard, Amy Hughes, Kelly Luck, Mary Marchaterre, Ellen Marks, Faith Morrison, Dana Richter, Steven Walton, Kevin Waters

Absent: Eloise Haller, Susan Martin, Holly Nemiroff

Guest: Lindsay Hiltunen

Chairperson Amy Hughes called the meeting to order at 4:00ish pm.

0. Support 2016 Archives graduate intern – Lindsay Hiltunen

- A motion by Mary, seconded by Faith to fund up to \$5,000 for a graduate intern from 6/7 to 8/11 was approved. The intern will have \$1,995 for housing and an hourly rate of \$12.
- Possible projects for the summer intern could be the Torch Lake Superfund and accessioning project. We could put this on our web page and use it as a specific donor project.
- Next step will be the job description which we will see at next Board meeting.

1. Minutes

- The minutes of the March meeting were reviewed and approved. Motion was by Dana and seconded by Kevin.

2. Treasurer Report (Kelly Luck)

- The treasurer's report for March was a draft. Final report will be emailed and reviewed at next Board meeting.
- The March report of the Michigan Tech fund account showed \$20 from alumni, \$150 from Friends and \$162.08 from corporations. \$112 was from Better World Books in corporate donations. An administrative fee of \$6.26 was charged. Tentative balance is \$1,372.29. In the Friends account, there was \$70.80 in book shelf sales. Friends' tentative balance is \$12,733.93. Total tentative balance is \$14,106.22.
- Faith will email about note card sales to Deans and Chairs.

3. Old Business

- a) **2016 Annual Book Sale** - April 8 (5-7pm) and April 9th (10am-4pm, bag sale 3-4) at the Opie Reading Room
- Tau Beta Phi – Faith will email them for help.
 - Dana will request additional tables from Facilities for our use.
 - Mary will send in to Tech Today about the event.
 - Amy will request membership list for event.
 - Drop off any additional bags to circulation.
 - Need to warn help desk that alarms may go off from book sold in sale.
 - A motion by Mary and seconded by Faith to laminate signs for the sandwich board from Industrial Graphics for about \$156 was approved.
 - Steve will create additional signs for the MUB location – send them to Library for sale.

Next Meeting is **May 5, 2016**

Meeting adjourned around 5:00pm

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Art Committee= Hubbard, Marks

Audit Committee= Hughes, Marchaterre

Book Sale Committee= Haller, Luck, Martin, Richter

Book Shelf Committee = Haller, Hubbard, Nemiroff.

Budget Committee= Durfee, Luck, Richter

Newsletter and Website= Morrison

Travel Grants= Durfee, Martin, Walton