

Friends of the Michigan Tech Library Board

Minutes of the Board Meeting

—Thursday 01 March 2018—

Present: Shruti Amre, Katie Edson, USG Rep. Anna Ellis, Amy Hughes, Karen Hubbard, Kelly Luck, Mary Marchaterre, Susan Martin, Steven Walton

Absent: GSG rep. Josh Davis, Faith Morrison, USG Rep. Erin McCarthy, Holly Nemiroff, Dana Richter
Guest: Lindsay Hiltunen

Meeting called to order 4:07

0. [Travel Grant Funding Request – Lindsay Hiltunen](#)

- Motion passed by Marchaterre, seconded by Martin to fund \$5,000 for a 2018 summer intern. The summer intern will work with Brenda Rudiger at the Alumni House to do collection management of their artifacts.
- Hiltunen asked for recommendation to replace Larry Lankton on the Travel Grant committee. A recommendation was made that she will pursue.
- Hiltunen will write an article for the March newsletter.

1. [Minutes from November meeting](#)

- Walton moved; Luck seconded, all in favor.

2. [Treasurer's report](#)

- January and tentative February treasurer reports were approved. Martin moved, Hubbard seconded, all in favor.
- January report - \$100 in donations from friends and \$221.94 from Better World Books. An administrative fee of \$6.42 was paid bringing the Mich. Tech Fund account to \$3,206.31. Book shelf sales were \$24.53, blanket sales were \$260 and supplies for \$49 and a fund admin fee of \$27.14 was paid. The Friends account balance is \$8,776.71. Total of \$11,983.02. 4 blankets were sold to Alumni Relations.
- Tentative February report – Luck is waiting for report from Mich. Tech to complete this treasurer report. Mich. Tech Fund account balance is \$3,206.31. Winter Carnival note card sales were \$9.43, blanket sales were \$325, book shelf sales were \$76.96, Winter Carnival sales was \$517.97 and Winter Carnival donations were \$239.80. Archives Travel Grant for \$500 and the Carrels for \$4,500 were paid. The Friends account balance is \$4,845.87. Total of \$8,152.18. 4 blankets were sold to Alumni Relations and 1 at Winter Carnival.

3. [Old Business](#)

a) [Recap of Winter Carnival sale](#)

- We can request a coat rack from Library next year.
- Next year, we need to checklist what to bring up and where it is. Several items were missed, such as our new sign, the old sign and spring sale handouts were found later on.
- Amre will find out where to order booklets of the winter carnival statues, so we can hand them out. We had a few requests for them.
- Maybe use more tables for books.
- Sales were higher compared to previous years except for last year which was exceptional.
- Marchaterre will post photos of sale.

b) [Annual Book Sale – April 6-7 in MUB Ballroom in MUB Ballroom](#)

- Work Bee March 29 3-5pm
- Hughes passed around a sign up sheet. It will be posted in Google drive.
- Hughes will create receipt forms for the book sellers.
- USG and GSG will ask for student help – we need lots of students.
- Hughes will check with Morrison about additional student help.
- Marchaterre will send in Tech Today request for more books, get event on Daily Mining Gazette (DMG) calendar and start a letter to editor for Board approval.
- Marchaterre will send updated table tent to Library to print and will distribute them.
- Amre will update signs and posters, membership forms. She will get event on EDS calendar.

New Business

a) Spring Newsletter – due to Morrison by March 19.

- Hughes will email list of people and articles to write for newsletter.

b) Library Request for Constitution Day – Edson

- Motion by Marchaterre, seconded by Martin passed to donate \$250 for Constitution Day event in September.

c) Lending Shelves

- As we process textbooks, we should see if any can be sent to the lending shelves instead.

Meeting adjourned around 5:00pm. NEXT MEETING is **April 12 at 4pm.**