

Minutes of the Board Meeting
Friends of the J.R. Van Pelt and Opie Library
Thursday, March 6, 2014, 4:00 PM

Present: Deb Charlesworth, Don Durfee, Rasika Gawde, Eloise Haller, Karen Hubbard, Amy Hughes, Daniel LaForest , Kelly Luck, Mary Marchaterre, Ellen Marks, Susan Martin, Dana Richter

Absent: Adrienne Minerick, Faith Morrison

Guest: Randy Harrison

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

Guest Speaker: Randy Harrison, Library Web Designer presented the new Library colors, design templates, and new changes to the Library signage and web design.

1. Minutes

- The minutes of the February meeting were reviewed and approved. Motion was by Eloise and seconded by Kelly.

2. Treasurer Report (Kelly Luck)

- The treasurer's report for February was reviewed and approved. Motion by Mary and seconded by Eloise.
- Alumni Relations bought three blankets.
- It was suggested that she add sales tax to the Treasurer's report.
- Donations from alumni were \$150. Winter Carnival donations were \$225.79. We had an administrative fee of \$25.52 on the Michigan Tech Fund Account. Note card sales were \$19.81, blanket sales were \$195, book cart sales were \$31.53 and Winter Carnival book sales were \$397.23. Winter Carnival sales are trending up.
- Total balance of both accounts is now \$21,190.11. We have an encumbrance for the bookshelf of \$2,275.

3. Old Business

a) Winter Carnival Hot Chocolate – (Feb 8)

- Sales were great.
- Maybe we should buy another hot chocolate coffee pot.
- Below are notes from Kelly Luck's email:
 - a. Adrienne brought fruit - apples and tangerines - and those were popular; Mary asked her husband to bring more in the middle of the sale. I think we should plan on having fruit next year.
 - b. We found a one-page handout about the blanket in the store room and we put it out with the blankets. Two people took one but unfortunately, it's out of date (it has Terry's contact info on it). We should update it for the April book sale.
 - c. We went through about 500 cups. We did go through 15 cans of the 39-serving size cans of hot chocolate plus 3 cans of the 59-serving size.
 - d. Ellen brought in a lot of cookies just when we ran out.
 - e. If we can really plan ahead - when we do the book sort on Make a Difference day, we should try and have the boxes of books that are popular at Winter Carnival (fiction, cookbooks, children's books) near the front/top of the stacks of boxes.

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b) Annual Book Sales (April 1-2, 2014)

- After spring break, Mary Mongeau and a student will post the book sale flyers around campus.
- Faith will send out a request for cashiers and books for the sale.
- Dana will send out a request for help/books from his students.
- USG/GSG will ask for volunteers.
- Amy will send out the schedule and coordinate with everyone.
- Baraga Mental Health will pick up books left over.
- Lake Linden Library would like to pick up left over books too. Eloise will then know to be there at 4pm and to bring helpers.
- Amy will send in an article to the Daily Mining Gazette about the event.
- Mary will send in another Tech Today article.
- Ellen will have Randy put the sale on the Library screens, etc.
- Work Bee scheduled for March 20 Thursday at 3pm.
- Amy will verify that we get the metal stand from Catering.
- Dana talked to Facilities about moving our books. The MUB will put the tables up.
- The table tents are printed and ready to go. Mary will put them up in MUB week before and week of sale. The table tents will be put in the dorm cafeterias week of the sale.

c) Replacement armoire for book cart

- The armoire is here and set up. Thank you to Eloise for taking care of it.
- Payment for the armoire was authorized and Amy will take care of it.
- Keys will be distributed to Joanne and Mary Mongeau. Kelly has the rest of the keys.
- It was suggested we mark the slot in the armoire, so it is obvious where the money and Econo slips go.
- Kelly has the old box.

d) UP Poet Laureate (April 10 and 11) – Faith

- Email Faith if you can attend/available.
- Faith will send to Ellen Marks the information needed to create the poster for the event.

e) Travel subsidies for Strike Symposium participants

- They have about 10 applicants to review. The review should be completed by March 18th. If completed in time, can send an article in about it to the Spring newsletter.

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4. New Business

a) Spring Newsletter

- Should mention all purchases from year.
- Don will send in an article about the winners of the travel subsidies.
- Eloise will send in an article about the new armoire.
- Faith will write an article about Winter Carnival.

Next Meeting is Thursday, April 3, 2014

Meeting adjourned 5:00PM

Art Committee = Ellen, Karen and Deb

Book Sale Committee = Dana, Deb and Adrienne

Budget Committee = Kelly, Don, and Dana

Audit Committee = Amy and Mary

Newsletter = Faith Morrison

Travel Grant = Don

Submitted by Mary Marchaterre