



**Palm Harbor Friends of the Library
Meeting Minutes
June 20, 2016**

In Attendance: Sandy Carr, Sharon Sandoval, Elisabeth Roen, Kathy Coffin, Diana Silveira, Bobbie Ostfeld, Linda Kingsbury and Gene Coppola

Minutes

- The May minutes were read and approved.

Treasurer's Report

- The bookstore is up for the year.
- Betcinda Kettells and Sean McGarvey have been making their payments on time.
- The copier is up and operational.
- Sharon and Gene will contact the new copier company about our next steps to get a refund for the payments to the old company.

Director's Report

- The Director's Report was reviewed.
- The Long Range Plan is coming along very well.

Old Business:

- Linda Kingsbury made a motion to approve \$30 for logo signs for the bookstore and Diana Silveira seconded the motion. It was approved.
- We will begin collecting for the garage sale in mid-August.
- The Friends will continue to reimburse the library for copies made and the Friends will continue to get the money from the coin machines. The Treasurer will handle collecting the copier money and reimbursing the library.

New Business:

- Articles I – VII of the bylaws were reviewed, revised and approved for a vote

from the general membership. These new proposed bylaws are included at the end of these minutes.

Committee Reports:

Communication

- Everything is transitioning from Diana Silveira to Elisabeth Roen smoothly.

Membership

- New copies of the membership forms need to be made.
- We need to come up with new membership benefits for lifetime members.
- In February 2017, we will sponsor and host a Friends workshop for Pinellas County libraries.

Programming

- Diana and Bobbie Ostfeld will work on a Puzzle Party for Sunday, February 26th from 1 to 4 pm.
- We will have the entire Palm Harbor Room for the March 4th baseball program.
- Caladesi Memories will take place September 3rd.

Fundraising

- Diana Silveira will get with East Lake Friends about a Sanibel shell trip.

The meeting was adjourned at 7:45 pm.

**PROPOSED
THE PALM HARBOR FRIENDS OF THE LIBRARY, INC.
BYLAWS
(ARTICLES I-VII)**

(Items noted in red are former by-law entries, items in italics are proposed changes)

ARTICLE I — NAME

The name of this organization shall be the PALM HARBOR FRIENDS of the LIBRARY, INC., a non-profit corporation.

ARTICLE II — PURPOSE

This is a volunteer, non-profit organization *(with a fiscal year of October 1st – September 30th)* whose purpose shall be to maintain an association of people interested in supporting quality library services in the community through fundraising, volunteerism and serving as advocates for the library’s programs; to focus public attention on library services, facilities and needs and to promote projects of service to the Palm Harbor Library. *(to stimulate interest and accept gifts which will benefit the Palm Harbor Library.)*

ARTICLE III — MEMBERSHIP

Section 1. Membership in this organization shall be open to all people who support its purpose and shall entitle each member *or family* to one vote at the general membership meetings. *(Families, clubs, businesses and corporations shall be treated as a single individual.)*

Section 2. There shall be *(five)* three classes of members. Membership (annual) dues *(for all but life)* shall be as designated by the Board of Directors, effective October 1, 2016 (January 1, 2008).

Individual	<u>\$15.00</u> <i>(\$10.00)</i>	Family	<u>\$25.00</u>
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(\$15.00)

Life: \$ 125.00 *(\$100.00)* with Giving Tree Leaf **Business: \$40.00**

(\$1000.00 or more with Giving Tree Monument – Moved to Funds)

ARTICLE IV — OFFICERS AND BOARD OF DIRECTORS

Section 1. The officers of this organization shall be President, Vice President, Secretary and Treasurer. They shall constitute the Executive Board. The chairpersons of each standing committee and the immediate Past President are the Board of Directors.

Section 2. The Director of the Palm Harbor Library shall function as an ex officio member of the Board of Directors.

Section 3. The President shall preside at all meetings of the membership and Board of Directors, shall appoint all committee chairpersons with the approval of the Executive Board, and shall function as ex officio member of all committees.

Section 4. The Vice President/President Elect shall perform the duties of the President in his or her absence, may serve as member or chairperson of any committee, and shall perform such other duties as are assigned by the President.

Section 5. The Secretary shall keep a record of all meetings of the membership, the Board of Directors, and the Executive Board, preserve all current records, maintain and update the Policy Procedure Manual and be custodian of all records of the organization which no longer are needed for current operations, but have historical significance.

Section 6. The Treasurer shall receive all money, property and gifts to the organization; shall pay all bills authorized by the Board of Directors, investigate investment options, make reports at all meetings of the membership, Board of Directors and Executive Board and insure other financial concerns such as tax filing and annual audits are completed as required.

Section 7. The permanent Board of Directors shall consist of the Executive Board, the chairpersons of the following standing committees: Membership, Communications, Fundraising, and Programming as well as the immediate Past President.

A) The membership (sub) committee shall be responsible for recruiting new members, keeping membership records, and collecting annual dues.

B) The communications (sub) committee shall be responsible for sending thank you cards and other correspondence, creating and distributing regular electronic or print communications to members, and maintaining the Friends' website and email account.

C) The fundraising (sub) committee shall be responsible for planning and executing all fundraising projects.

D) The programming (sub) committee shall organize and prepare for all social functions of the organization, coordinate with library staff all programs sponsored by the organization, develop partnerships with like organizations, develop and maintain services which would benefit the Palm Harbor Library Literacy Program, and plan the annual general meeting of the membership.

E) The immediate Past President shall provide historical information to the Board of Directors, shall act as Parliamentarian at all meetings, shall represent the

organization at formal events when the current President or Vice President is unable to attend and shall be responsible for outreach to other Friends organizations. The Past President shall serve as the Chair of the Nominating Committee.

ARTICLE V – CONTRACTS AND AGREEMENTS

All proposed contracts or agreements presented to the Friends of the Palm Harbor Library, Inc. must be pre-approved by the board before signature by the President or his/her designee.

ARTICLE VI — FUNDS

Section 1. All money, property, and gifts shall be considered as donations to a non-profit organization and must be used exclusively for the benefit of the Palm Harbor Friends of the Library and the Palm Harbor Library. If the organization is disbanded, all remaining assets shall be given to the Palm Harbor Library **Endowment Foundation, Inc.**, a (501(c)(3)) organization, to be used exclusively for the benefit of the Palm Harbor Library.

Section 2. All money shall be deposited in a bank, with preference given to local banks, in the name of the Palm Harbor Friends of the Library, Inc., and disbursed by the Treasurer as directed by the Board of Directors.

Section 3. The records of the Treasurer shall be audited by a CPA annually.

ARTICLE VII — MEETINGS

Section 1. A meeting of the membership shall be **(held) required** during the **(first) last** quarter of the fiscal year, *July 1 – September 30*, for the **(installation) election and installation** of officers and transaction of other business. Special meetings of the membership may be called by the Executive Board or by the President with at least two weeks notice. A quorum at a general meeting shall be 50% + 1 of those members present.

Section 2. The Board of Directors shall meet monthly at a regular time and place determined by the Board, unless a meeting is canceled with prior approval by the Board of Directors. Special meetings may be called by the President with two weeks notice. Two-thirds of the Board of Directors shall constitute a quorum.

Section 3. **Quorum's moved to Section one and two.**

Section 3. **(The order of)** All meetings **(of members)** shall be as follows: Roll Call; Approval of the minutes of the preceding meeting; Treasurer's Report; Library Director's Report; Old and unfinished business; New business; Reports of committees; and Adjournment **(s)**.

1. Roll Call
2. Approval of the minutes of the preceding meeting:
3. Directors Report
4. Treasurer's Report
5. Reports of committees
6. Old and unfinished business
7. New business
8. Adjournments.

Section 4. Board members may attend board meetings by legally permissible electronic means up to twice in a fiscal year. Attendance by electronic means may only occur if a quorum is present at the meeting. For purposes of this subsection, electronic means shall mean electronic media technology which provides for interactive video and audio feed.

Section 5. The Board may vote to replace any board member who is absent from three meetings, unable to perform or guilty of negligence or criminal conduct. With prior approval, the Board may grant an “excused” absence that shall not be counted against the board member’s attendance.