

**Minutes – June 30, 2023 [ZOOM Format]
Friends of South Carolina Libraries (FOSCL)
Quarterly Board Meeting, 2:00 p.m.**

Present: Kitty Spires, President; Maurice Cherry, Susie Faulconer, Libby Law, Sarah McMaster, Helen Ann Rawlinson, Marlena White; Tiffany Hayes, State Library

Absent: Paul Dove, Jonathan Haupt, Terry Plumb, Prudence Taylor

Call to Order:

Kitty Spires called the meeting to order at 2:06 p.m.

Approval of the Minutes:

Helen Ann Rawlinson moved approval of the minutes from the previous Quarterly Board Meeting on March 27, 2023; Libby seconded, and they were unanimously approved.

Treasurer’s Report:

Several financial reports had been sent to all Board members prior to the meeting by Treasurer Marlena White: Monthly Summaries for February, March, April, and May 2023; and Profit and Loss Budget vs. Actual Summaries for January through May 2023. The reconciled **Bank Statement through 05/31/2023 shows a current balance of \$7,322.18.**

Board members were reminded that we are currently in full compliance with both IRS and state requirements related to our 501(c)(3) status. Our assumption is that membership for the current calendar year is relatively firm, although a few random dues may come in over the next few weeks. The \$1500 grant from SC Humanities was significant in helping us meet expenses for our Annual Conference in Aiken, and our required report to SC Humanities was submitted prior to the June 30 deadline.

Membership Report & Discussion:

Marlena reports that **as of June 22**, we have **89 memberships** as follows:

19 Friends	18 Friends Indeed!
15 Special Friends	37 Friends Groups

Marlena thanked Helen Ann for her assistance in updating library director information and showed the revamped membership card.

Kitty asked whether we have been successful in locating FOSCL members from 2022 who have not yet renewed membership for 2023.

Libby recommended that in periodic reminders of membership deadlines we reiterate that **FOSCL membership always corresponds to the calendar year (i.e., Jan. 1 - Dec. 31).**

Recap of FOSCL's Annual Conference, April 29, 2023:

Kitty began the discussion with kudos to the Aiken Public Library for its “ingenuity” in planning and success in upgrading an older physical plant into an attractive, modern facility that integrates a significant part of the past with contemporary technology.

The budget report for the conference showed that thanks to the grant from SC Humanities, finances for the event were essentially a “wash,” with **Ticket and Grant Income** totaling **\$2328.63**, and **Expenses** (lunch, honoraria, tote bags, supplies, programs, mailing, and swag)) totaling **\$2304.62**.

Several Board members added positive remarks about the Conference. Susie Faulconer found brochures and swag displayed in the entrance area particularly useful (especially those from SC Humanities and the Aiken Library). She took some of the leftover items home and is sharing them with specific audiences. Maurice Cherry appreciated the fact that the meeting ended a bit earlier than indicated in the schedule, as it allowed him to return to Greenville earlier than he expected.

Officer and Board Vacancies for 2024:

As we enter the second half of calendar year 2023, several critical issues require review:

1. Some of those in leadership positions will not be continuing in their present positions and must be replaced. As we continue to encourage renewals of both individual and group memberships and recruit new members, we should simultaneously be encouraging current members to nominate individuals to serve on the FOSCL Board and to consider serving as officers. We should also remind individuals and groups that *self-nominations are always welcome*.
2. Libby reminded Board members that thanks to the tireless work of several Board members, we have a well-crafted set of By-laws. However, she stressed that ***we must now work towards bringing the organization in compliance with the document!*** (Reminder: Especially during the peak period of concerns with Covid, terms of office were altered in several cases.) Our By-laws state that ***the two-year term of office for the Vice-President and Secretary expires in odd-numbered years (i.e., 2023, 2025, etc.); and the two-year term of office for the President and Treasurer expires in even-numbered years (i.e., 2024, 2026, etc.)***.
3. ***Kitty Spires*** confirmed that she will resign her position as President at the end of 2023. Also, ***Maurice Cherry*** notified Kitty, Marlina, and Libby on June 29 of *his decision to resign from the Board. He has agreed to complete his duties as Secretary at the end of his current term of office*. The Nominating Committee will thus need to seek ***nominations for both a Vice-President and a Secretary, each to serve a two-year term (Jan. 1, 2024-Dec. 31, 2025), as well as someone to serve a one-year term as President (calendar year 2024) to fill Kitty's unexpired term***.

4. Prior to today's meeting, **Paul Dove** had asked to be removed from his long-term service as *Chair of the Annual Awards Committee*.
5. Given the need for a new **Nominating Committee**, several Board members volunteered to serve: Marlena, Susie, Helen Ann; and, if needed, Kitty. Marlena offered to develop *a set of bullet points to identify what FOSCL has accomplished over the past 12 months, as well as our plans for the next 12 months*. She urged Board members to suggest items to be included, as this information should prove useful to us as we provide background to prospective leaders. In addition to routine communication with all members (e-mail, newsletter, etc.), plans will be developed to make personal invitations to individuals. We are particularly eager to target members who are active in their own organizations, as well as those who have demonstrated an ability to articulate the needs of their group or to highlight contributions by individuals, programs, or their groups. Marlena will schedule a meeting of the Nominating Committee and invite all Board members to participate.
6. According to our by-laws, **by Aug. 1**, the Chair of the Nominating Committee, "shall solicit from the membership names of nominees for officers." Nominations are to be submitted by **Sept. 1**; and by **Oct. 31**, a ballot with the names of nominees must be sent to the general membership. *Ballots must be returned within 14 days*, and the results must be presented to the Executive Committee by **Nov. 30** and announced to general membership by **Dec. 15**.
7. In the immediate future we need to focus on recruiting individuals willing to serve on the Board, as well as targeting those best able to be considered as nominees for Board offices.

Possible Regional and Other Meetings:

Late Summer, Meeting at the State Library, Columbia. Kitty reported that following our Annual Conference, she explored with Leesa the possibility of a Grants Writing Meeting.

Regional Conference in Spartanburg, October or November:

Derrick Lawson, a Staff member of the Spartanburg Library, has been identified as our contact person. He works with the Spartanburg Friends and indicated that he would be delighted to explore providing facilities and support for a regional meeting in October or November, once we provide more details. We envision a two-hour meeting with refreshments. Because SCLA meets in October, *a November meeting may be preferable*.

Possible Meeting in Conjunction with the SCLA Annual Conference, Oct. 17-19, at The Metro Convention Center in Columbia:

Plans are for FOSCL to host a meeting at the conference, as has been done for the past several years. Following a discussion with Johnathan Haupt about a program on the Poet Laureate program, Marlena contacted the Poet Laureate for the City of Columbia, who is very interested in this possibility. Marlena and Jonathan will work with her to invite Poets Laureate from Rock Hill, Charleston, and Greenville to participate on a panel.

Annual Meeting 2024, Columbia, Richland County Public Library (a Saturday in late March or April)

There was a brief discussion of the need to increase our attendance at this meeting to 60-80 participants.

2023 Grant Application Review:

Board members considered grant requests from four Friends Groups:

Friends of the Bluffton Library: “Continuing the Revitalization of the Bluffton Library by Connecting to Our Spanish-Speaking Community” [primarily concerned with providing a professionally-translated library brochure in Spanish]; motion to approve by Libby, seconded by Sarah; **approved in the amount of \$250**

Friends of the Green Sea/Floyds Library: Purchase of six Otto Lites for providing additional lighting to facilitate reading by visually impaired and elderly members on a circulating basis; motion to approve by Kitty, seconded by Libby; **approved in the amount of \$250**

Friends of McCormick County Library: support in creating a reading nook in the Edutech space inside the library’s STEAM area, as well as “purchase of bookshelves, seating, and/or books for the reading nook” [to address the TRUTH Youth Services (Together Reading Unique Talents) initiative]

Friends of the Waccamaw Library: “development of both an intergenerational and multicultural planning group to address potential program expansion”

All four groups will be notified of the results. The two groups whose requests were approved will be reminded that (a) their projects should be completed or substantially in progress by the end of calendar year 2023; and (b) when possible, support from FOSCL should be acknowledged in some way in printed materials [brochures, programs, etc.], signage, or by some other means.

Board members feel that it would be useful for us to review our records to compile a list of previous grant winners. Such information should prove helpful in demonstrating how various groups have used funding in the past to enhance their programs.

Connections with the State Library:

Tiffany Hayes reported that the SC State Library has renewed its statewide subscription for United for Libraries for another year. Because access to this source can be a bit cumbersome, she will provide information for sharing access to the United for Libraries Website and the corresponding training You-Tube. She also provided information about upcoming Board Training via Web on the State Libraries Calendar, some of which may prove useful to Friends Groups.

****Important: See Tiffany’s follow-up message at the end of these minutes.***

Miscellaneous:

Board members were previously notified that Curtis Rogers has found it necessary to resign from the Board. His knowledge and participation will be greatly missed.

Board members expressed their interest in holding the October quarterly meeting in conjunction with the SCLA Conference. Marlana and Kitty will work out details as to time and location and inform Board members as soon as possible.

Adjournment:

The meeting was adjourned at 3:10 p.m.

Upcoming Events:

Late summer event – State Library

2:00 p.m., Friday, Oct. 13, 2023 **Quarterly FOSCL Board Meeting**
[Date and time subject to change; see the second “Miscellaneous” item above.]

SCLA Program, Oct. 17-18, 2023 **our FOSCL program on Poets Laureate**

October or November 2023 (probably November) – Regional Meeting in Spartanburg

March or April 2024 – Annual Meeting/Conference, Richland County Library

To-Do Items:

All:

Identify Friends Groups and individuals to contact directly about becoming members of the FOSCL Board.

Provide information about accomplishments during the past year and plans for the upcoming year to Marlana for preparation of bullet list, **ASAP**.

Attend the Nominations Committee Zoom meeting to be held in July.

Marlana:

Notify the four Grant applicants of decisions by the FOSCL Board, and remind successful applicants of our expectation that they acknowledge support by FOSCL in appropriate programs and materials.

Compile a list of FOSCL accomplishments and plans for the upcoming year to be used to recruit new members and nominations for offices.

Notify Friends Boards about procedure for securing access to *United for Libraries*.

Nominations Committee

Solicit nominations for two-year terms of Vice-President and Secretary, as well as for someone to fill the one-year vacancy for President; to be done by August 1, with ballot to be submitted to all members by Oct. 31.

Recruit members for the Board (follow or develop a strategy to do so).

Kitty Spires:

Notify Board of time and place for October Board meeting.

Who are the individuals responsible for each of the following?

Plan/Schedule Late Summer Event at the State Library
Plan/Schedule Fall Regional Meeting in Spartanburg
Plan/Schedule SCLA Program, Oct. 17-18, 2023
Annual Conference, March or April 2024

***Post-Script to June 30 Minutes:**

United for Libraries Access Information – shared by Tiffany Hayes:

As I said in the meeting today, we are renewing the United for Libraries statewide subscription. This gives all library staff, board members, Friends, etc. full access to the United for Libraries trainings for boards and Friends. They have webinars both live and archived, online self-paced training, toolkits and guidelines.

The direct link to the UFL statewide access is: <https://www.ala.org/united/stateaccess>
(It's linked from our website also; I'll share that link whenever we go live with the new site.)

Since United for Libraries shares a platform with the ALA e-learning resources, you will need an ALA website login to get access. You don't need to be an ALA member to create an account, but it does get a little complicated. Here's a video with step-by-step directions:

<https://youtu.be/9uJpeJm9XFw> Once the user has an ALA login, they can go back to the UFL page and put in a request for access. It's an actual individual having to approve those requests so it will take one to two business days.

If anyone has a question or problem creating an account, getting logged in, or using the online resources, I'm happy to help.

Tiffany Hayes, MLS (she/her)
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Respectfully submitted,
Maurice Cherry, FOSCL Secretary
July 3, 2023