

**Minutes of the Friends of the Milford Library
Wednesday, February 13, 2013**

Call to Order: The regular meeting of the Friends of the Milford Library held on February 13, 2013, was convened at 10:30 by board president Amy o'Conner. Members of the board in attendance were Marilyn Bates, Joanne Palmer, Jolene Leu and Linda Weir. Past President Karleen Noteboom and Susan Pratt Library Director also in attendance. Absent: Barb Hennings

Approval of minutes of Annual Meeting of the Friends of the Milford Library December 12, 2012: Motion to approve Marilyn Bates. Second Joanne Palmer

Treasurer's Report: Amy updated the board on a checking balance of \$13,838.31, CD's in the amount of \$21,507.03 and assets of \$35,345.34.

Old Business:

Amy reviewed the by-laws as updated from the recommendations of the December 12, 2012 meeting. Motion to approve the up-dated bylaws Karleen Noteboom. Second Linda Weir Susan will post the updated bylaws on the library website.

The board discussed the need for job descriptions for officers to include basic expectations and a list of duties. The job descriptions will not be part of the bylaws but will assist board members in knowing what their position entails. Susan and Amy will craft a rough draft and send to board members for their input.

The board discussed what the responsibilities for board members are. The information will help clarify what the expectations for a board member would be when recruiting new members.

- Attend board meetings
- Volunteer for preparing the newsletters and the annual membership drive letter for mailing
- Help with the annual book sale
- Help with the Holiday Fantasy

New Business:

The board discussed the contents of the annual membership drive letter. The board felt the letter needed to be revised and streamlined. Susan will edit the letter and send a copy to Amy for her input. Board members will receive a copy of the revised letter.

Date for preparing the newsletter for mailing....Tuesday, February 26, 2013 at 9:30
Linda will send e-mail notice to volunteers.

Date for preparing the annual membership drive letter.....Wednesday, March 13, 2013 at 9:30.
Linda will send e-mail notice to volunteers.

Other Business:

Linda asked for help in finding people to put their collections in the display case in the entrance to the library. Joanne Palmer volunteered to display for April/May. The board decided displays could be for 2 months. Susan will include the information on the library website.

Adjournment: 11:31 by Amy O'Conner

Respectfully submitted: Linda Weir