

PROCEDURES OF THE FRIENDS OF THE GOLDENDALE COMMUNITY LIBRARY

This document comprises the procedures of the Friends of the Goldendale Library. It includes principles from the by-laws and guidelines derivative from the by-laws. The guidelines may be changed by majority vote at any regularly scheduled meeting.

DUTIES OF THE PRESIDENT

- I. The President shall supervise all the activities of the organization in accord with its mission.(II, 2; VI, 1)
- II. The President shall preside over and conduct all meetings, including:
 - A. Determine place, date and time of meetings and instruct the Secretary to advertise same if required
 - B. Provide a written agenda for general meetings and have agenda available to Board members
 - C. Call Executive Board meetings as needed, either in person or by email (see duties of the Executive Board, below), for example,
 1. Budget discussion meetings as needed
 2. Project planning meetings as needed.
 - D. Call ad hoc meetings as prescribed by the By-laws (IV, 3)
- III. The President shall appoint committee chair persons for and serve as ex-officio member of
 - A A. Membership committee
 - B B. Volunteer committee
 - C C. Book sale committee
 - C D. Social committee
 - E E. Budget and Finance Committee (IX, 5)
 - D F. Newsletter committee and identify editor (the newsletter is published six times a year in advance of each regularly scheduled meeting)
 - E G. Ad hoc committees as needed (e.g.: nominating committee (V, 3))
- IV. The President shall countersign any Friends disbursal checks not signed by the Treasurer (IX, 5) and may countersign those which are.
- V. The President shall keep current on and inform members of library activities
 - A. Fort Vancouver Regional Library Foundation activities
 - B. Activities of other Friends groups
 - C. Pick-up mail from library 'in' box
 - D. Check President's 'in' box for library communications
 - E. Consult regularly with Goldendale Librarian regarding matters of interest to Friends

- VI. The President shall send timely, formal notification to FVRL administration of pending the Books Sale
- VII. File reports of committee activities (VII, 4)

DUTIES OF THE VICE PRESIDENT

The Vice President shall perform the duties of the President in the President's absence, for instance:

- A. Provide an agenda
 - B. Conduct meetings
- I. The Vice President shall chair the membership committee (VI, 2)
 - A. Recruit new members
 - B. Retain and support current membership
 - C. Plan and execute an annual members meeting or party

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Vice President shall perform other duties as assigned by the President (VI, 2)

DUTIES OF THE SECRETARY (VI, 4)

- I. Secretary shall ensure members are notified of the time and place of meetings, for example,
 - A. Assure that meeting times are included in the newsletter preceding the meeting
 - B. Publish announcement in paper and/or on radio
 - C. Call regular members or delegate this duty to others
- II. Secretary shall record minutes of all meetings
 - A. Regular Friends meetings
 - B. Executive Board meetings
 - C. Any special planning or other meetings called by the President
- III. Secretary shall prepare a written report of minutes, including attendance.
 - A. Reports shall be read and approved at the next meeting
 - B. Copy of minutes shall be provided for the President and the Librarian
 - C. A "draft" copy should be posted on the Friends bulletin board in the Library
- IV. Secretary shall conduct the correspondence of the organization
- VI. Secretary shall maintain a notebook with recorded minutes, Treasurer's report, correspondence, and other appropriate information

- V. Minutes of friends' meetings should include:
1. Place, date, time, and by whom the meeting was called to order.
 2. Who was in attendance, including members, officers, guests, and who might have been excused.
 3. All motions which occur during the meeting, including who made and seconded the motion and whether the motion passed or failed.
 4. Summary of regular reports and any ensuing discussion:
 - A. Treasurer's report
 - B. Librarian's report
 - C. President's report
 - D. Committee reports
 - E. Old Business
 - F. New Business
 5. Date and time of next meeting
 6. Time of adjournment
 7. Signature of the secretary

DUTIES OF THE TREASURER (VI, 3)

- I. Treasurer shall be responsible for the collection, safekeeping and expenditure of all funds, securities, and property of the organization
 - A. Maintain Friends bank account
 - B. Secure a second signature on disbursement checks (either President or Vice President)
 - C. Keep and maintain a financial record of all business transactions
 - D. Provide a cash box as needed
- II. The Treasurer shall ensure that membership roster is maintained (presently, this roster resides with and is updated by the newsletter editor on information provided by the Treasurer).
 - A. Receive membership dues
 - B. Ensure that the newsletter reminds members to check their newsletter mailing label for their renewal date
 - C. Ensure that the membership renewals are received or verified for those persons who attend the members-only portion of the book sale, and recommend membership or renewal for other patrons of the book sale.
- III. The Treasurer shall present current financial reports:
 - A. at every regular bi-monthly Friends meeting
 - B. after fund raisers to the Executive Board

- C. Yearly to the FVRL Foundation for the fiscal year
 - D. Summary of the ~~the~~ FVRL Foundation yearly report at next regular Friends meeting
- IV. In conjunction with a Budget and Finance Committee, the Treasurer shall prepare and present a proposed budget for the next fiscal year to the Board at the November meeting

The Treasurer shall present all books of accounts to the Budget and Finance Committee in July for annual review.

DUTIES OF THE EXECUTIVE BOARD

The Executive Board, consisting of the President, Vice-President, Secretary, and Treasurer, and, as an ex-officio, non-voting member, the Librarian, shall:

- A. Request that the President call ad hoc meetings of the Executive Board, either in person or by email. Three of the four members shall comprise a quorum. (IV, 3)
- B. Establish an annual schedule of meetings (IV, 2)
- D. Designate what bank accounts and depositories are needed (VI, 3)
- E. Maintain a yearly calendar of Friends events
- F. Conduct emergent Friends' business in a timely fashion between regularly-scheduled meetings.

NEW OFFICERS PACKETS

The President or Vice President should maintain packets to be given to new officers during the orientation process. Packets should contain:

1. Bylaws
2. Membership roster
3. Procedures, including the job description for all officers
4. Yearly calendar
5. Materials specific to the job (specified by the out-going officer in question)
6. FVRL Foundation brochure
7. Friends of the Goldendale Library brochure

PROPOSED GENERAL OUTLINE FOR MEETING AGENDA

Business shall be conducted by Robert's Rules of Order. Decisions shall be made by motions, seconds, discussion and votes for and against.

Call To Order

1. Record Attendance; Recognize Guests

2. Reading Of Minutes

Minutes shall be in written form and several copies available for members, the President, and Librarian. Minutes should read by Secretary, moved and accepted by the assembly.

4. Treasurer's report

Treasurer should supply printed record of current financial standing, present bills to be paid, and submit financial report of any fundraising events, which have occurred. Several copies should be provided so that President, Secretary and Librarian have copies for their records.

5. Librarian's Report

Librarian may report on status of library, Friends' supported activities at the library, need for financial support for ongoing projects, etc.

6. ?President's Report

President may report on FVRL Foundation activity, legislative activity, activities of other Friends groups, activities of Goldendale Friends -group, etc.

7. Committee Chair Reports

Any current committee activity (book sale, ice cream social, volunteer, membership, etc.) may be reported.

8. Unfinished (Old) Business

Any pending business not included above may be discussed.

9. New Business

Any new business not included above may be discussed.

10. Good of the Order

Comments from the floor may be invited.

11. Set the date, time and place for the next meeting.

12. Adjournment

PROPOSED CALENDAR OF ANNUAL EVENTS

Jan: First meeting: Introduce new officers or announce re-election; discuss budget; appoint standing committees, annual schedule of meetings and anticipated events of the year, e.g., Earth Day book presence, County Fair presence

Feb: Legislative Day (A day in Olympia to lobby the State for library issues)

Feb or Mar: Friends' Annual Membership FVRL Friends Fair Party, Social or Open House

Mar: Second meeting: plan book sale, volunteers, and timeline. [Form budget committee to review expenditures and plan budget.](#) [Plan staff appreciation.](#)

Apr: [Library staff appreciation.](#)

May: FVRL Friends Fair

May: Third meeting: Approve budget. Plan reception/dinner for June Regional Board meeting, finalize plans for book sale. Possible evening meeting.

June: Host Regional Board

July Book sale

July Fourth meeting: Review book sale, finalize Ice Cream Social

Aug: Ice Cream Social

Sep: Fifth meeting: appoint Nominating Committee, [Budget and Finance Committee](#)

Nov: Sixth meeting: Elect officers, review budget

OTHER: Host occasional receptions, programs