

**FRIENDS OF THE STATE LIBRARY AND ARCHIVES OF FLORIDA INC.
MINUTES
June 25, 2012 (Conference Call)**

Present:	<u>Board of Directors/Executive Committee:</u>	<u>Division Staff:</u>
	David Nelson	Jennifer Womble
	Deanna Ramsey	Jessica Shiver
	Loretta Flowers	

Introductions

The meeting of the Board of Directors/Executive Committee came to order at 8:16 a.m. Introductions were made. A quorum was announced. Ms. Womble welcomed Loretta Flowers as the new Treasurer and introduced Jessica Shiver as the new administrative assistant to the Division Director.

Amendment of the Agenda

A motion to amend the June 25 agenda was made. Item E under Section V was omitted and will be considered at a later date. The motion was seconded and approved unanimously.

Adoption of the Agenda

A motion to accept the agenda was made. The motion was seconded and approved unanimously.

Approval of Minutes

A motion to approve the minutes from the June 1, 2011 meeting was made. The motion was seconded and they were approved unanimously.

Business Items

Update on Project Compass Program and Grant

In January 2011, the Friends applied for and were awarded an OCLC/WebJunction Project Compass grant to provide workforce recovery training for library staff in the state's counties with the highest unemployment. The Project Compass program was extremely successful, and as a result of the participation in the program, the Division continues to provide support for Florida public libraries' workforce recovery efforts. Total grant funding for this program was \$23,060.85.

Review Actual Budget for FY 2011-2012

The final Fiscal Year (FY) 2011-2012 budget was reviewed. Public support and grant funding remains stable. The largest contribution was direct support from the Miami Dolphins for library summer reading programs.

Review Proposed Budget for FY 2012-2013

The FY 2012-2013 budget was presented and reviewed. A motion to approve the FY 2012-2013 budget was made. The motion was seconded and approved unanimously.

Letter of Agreement

A Letter of Agreement between the Department of State, Division of Library and Information Services, and the Friends was presented for a motion. Ms. Womble noted that this annual agreement between the

Department and the Friends had been updated to exclude language which specified the Division's responsibilities related to publishing the *Florida Administrative Code* and *Florida Administrative Weekly*; and the classification and numbering of all acts of the Legislature. A motion to enter into the agreement was made. The motion was seconded and approved unanimously.

Corporate Resolutions

Four Corporate Resolutions were presented for consideration and approval:

- The Board of Directors/Executive Committee agreed to co-sponsor the Department of State's Employee Recognition Event, which benefits the employees of the Department of State and the Division of Library and Information Services. The expenditure of \$1,000.00 was granted.
- The Board of Directors/Executive Committee agreed to receive and distribute \$10,000 of expenditures from the Miami Dolphins for the direct support of the Florida Library Youth Program and its mission.
- The Board of Directors/Executive Committee agreed to sponsor the Florida Department of State, Division of Library and Information Services' pavilion at the National Book Festival's Pavilion of States. Sponsorship provides necessary funds to purchase 300 copies of *Secret of the Night Ponies* by Joan Hiatt Harlow. Additionally, the Board agreed to apply for funds from the Chief Officers of State Library Agencies to support Florida's booth. The expenditure of \$1,360.00 was granted.
- The Board of Directors/Executive Committee agreed to sponsor the Joseph Steinmetz slideshow and reception, which is free and open to the public. The expenditure of \$2,000 was granted to provide catering services.

Other Business

Miscellaneous

Internal Revenue Service Form 8868, *Application for Extension to File an Exempt Organization Return* for 2011 was filed and accepted by the IRS. Form 990EZ, *Short Form Return of Organization Exempt from Income Tax* for 2011 is due August 15, 2012.

The Friends' Corporate Annual Report, which must be filed each year to maintain active status as a corporate entity, was filed with the Division of Corporations prior to the May 1 deadline.

Next Meeting

The next meeting possibly will be in October 2013 in conjunction with the Public Library Directors' Meeting in Tallahassee.

Adjournment

The meeting adjourned at 8:45 a.m.