



FRIENDS OF THE UNIVERSITY LIBRARIES Governance Document

I. MISSION

The Friends of the University Libraries (UL), hereinafter referred to as The Friends, exists to support initiatives of the UL, coordinate Board-sponsored programs and awards, and promote the UL and its collections and services to the local and regional communities. The Friends plan, coordinate, and participate in various activities and are dedicated to the enhancement of library services, resources, collections, programs, and facilities.

II. GOALS

1. To organize, promote and sponsor events such as the ongoing book sale, annual Authors and Artists Recognition, awards, and programs that generate funds and/or reflect and support the intellectual aims of the UL.
2. To accept monetary gifts and gifts-in-kind for review and possible acceptance by the UL staff.
3. To recommend disbursement of funds in support of UL needs for specialized equipment, specialized materials, and special projects and events.

III. CONTROL OF GIFTS

Money raised by The Friends shall be administered by the Dean and shall be deposited into the Bowling Green State University Foundation pending disbursement. The Dean, in consultation with The Friends Board, shall authorize disbursement of funds. The Friends Board shall consider funding unique requests (see Goal #3) beyond those normally funded by existing budget lines (e.g., operating, personnel, travel, technology, marketing, and professional development funds). Funding normally shall be awarded for one-time, one-of-a-kind requests, unless the requestor provides compelling justification for ongoing support.

In-kind gifts shall be housed within the UL pending evaluation for retention. Gifts not deemed appropriate for addition to the UL will not be retained. Any money raised from sales shall be deposited into the BGSU Foundation account.

IV. BOARD MEMBERSHIP

1. **Composition.** The Friends Board shall consist of no fewer than eleven (11) and no more than fifteen (15) Friends members selected to represent a broad range of constituencies in northwest Ohio, the Dean of the UL, and the Manager of Programs & Facilities, who normally shall act as Treasurer of The Friends.
2. **Selection.** The Dean of the UL, who may solicit the advice of The Friends Board, the Library Advisory Committee, and other appropriate bodies, shall appoint Board members.

3. **Terms of Appointment.** The Dean and Manager of Programs & Facilities have statutory appointments. Other Board members normally shall serve three-year terms. The Dean of the UL, however, has the discretion to appoint Board members to terms shorter than three years. Members are eligible for reappointment by the Dean. Terms shall be staggered to assure continuity.
4. **Officers.**
 - a. The **President** of the Board shall be elected from within the Board for a two-year term or for the remainder of a two-year term, whichever is applicable, by May 31 each year. The President shall preside over all Board meetings and set meeting agendas in consultation with the Dean.
 - b. The UL Manager of Programs & Facilities shall serve as the **Treasurer** and shall present a proposed budget annually during the first meeting of the Board and shall update and present financial reports during regularly scheduled meetings of the Board.
 - c. The **Secretary** shall normally be elected from within the Board for a two-year term or for the remainder of a two-year term, whichever is applicable, by May 31 each year, and shall schedule Board meetings, distribute agendas prior to each meeting, record and disseminate meeting minutes, and serve as the communications coordinator for the Board.
5. **Committees and Initiatives.** The work of The Friends Board shall be conducted in part through two committees and two initiatives with the support of the Administrative Office:
 - a. **Committees**
 - **Awards and Recognitions.** Coordinates the nomination and selection processes, recommends, and presents the awards, recognitions, and scholarships annually (see V below). The committee shall include three members, at least one of whom will have a strong background in research.
 - **Nominating.** Prepares and submits a slate of candidates for vacant officer positions, listing one nomination per vacant position. The President shall appoint this committee with three members composed of two current board members and the Dean. The Dean has the option to appoint a designee. Members of the nominating committee may be nominated for officer positions. The committee will present a slate of officer candidates to the Board prior to the last meeting of the academic year.
 - b. **Initiatives**
 - **Events.** The UL Administrative Office typically plans and coordinates events and Friends Board members participate and attend annual events.
 - **Outreach.** The Dean, collaborating with the UL Development Director and the UL Manager of Programs and Facilities, develops and executes an annual Friends fundraising plan and solicits private donations to support Friends activities. Board members may be asked to share initiatives with constituents.
 - c. **Special Committees**
 - **Special Committees.** May be appointed/convened at the discretion of the Friends Board for a specific purpose. The president shall appoint this committee with three members composed of two current board members and the Dean. The Dean has the option to appoint a designee. The Special

Committee shall make recommendations to the Board regarding the assigned purpose. Once the Board approves the recommendations of the Committee, the Committee is discharged.

V. AWARDS

The Friends Board currently gives several awards. The Friends Board may choose to make additional awards or reduce the number of awards in any given year. Furthermore, the Friends Board may choose to select multiple awards in the same category in any given year. Awards shall be decided on by action of the whole Board upon recommendation of the Awards and Recognition Committee. Financial awards may be increased or decreased at the discretion of the board.

1. **The Friends Award.** This award is granted annually to honor a faculty or staff member (outside the library), student, community person, or institution who has contributed substantially to the growth and development of the UL.
2. **The Friends Employee Award.** This is an award granted annually to honor an UL staff member (administrative, classified, or faculty) who has made exceptionally valuable contributions to the growth and development of the UL. This award is valued at \$500. Applicants must be an employee of the library for a minimum of three years. UL employees are only eligible to win this award one time.
3. **The Friends Undergraduate and Graduate Student Employee Awards.** The Friends annually recognizes an undergraduate and a graduate student employee who have made exceptionally valuable contributions in serving patrons and to the growth and development of UL. Both awards are valued at \$500.
4. **Friends Professional Development Award.** This \$500 award is presented annually to a University Libraries employee who wishes to undertake a program of professional development that will improve his or her job effectiveness. Preference will be given to new applicants. After one year, past recipients may apply for the award.
5. **Beth Casey Friends of the University Libraries Student Sculpture Award.** The School of Art determines if this award will be given out in any given year and is responsible for the selection of the recipient. The Friends shall reimburse for supplies up to \$250 to the selected sculpture student to create the winning entry. The winning sculpture will be highlighted in the UL newsletter.
6. **Master of Library Science Award.**
This \$500 award is awarded to a University Libraries employee who is enrolled in or has been accepted to a Master of Library Science or Information Science degree program. Preference will be given to new applicants, but when appropriate, past recipients may re-apply for the award. An individual will not be able to receive this award more than twice.
7. **The Friends Student Development Award.** Funds shall be distributed annually as reimbursement up to \$500 to a UL student employee who wishes to undertake a program of professional development to pursue a career in Library Science or Information Science. Appropriate expenses may include travel expenses, conference fees, Master of Library Science /Information Science degree application fees or other fees as approved by The Friends. An individual will not be able to receive this award more than once.

APPROVED BY THE FRIENDS OF THE LIBRARY BOARD 10/08/20