

Friends of the Lincoln Public Library (FOLL/Friends)

Standing Rules

Responsibilities of Officers and Directors

Each member of the Board of Directors (Board)¹ shall:

- Be a current member of the Friends and follow the Friends Bylaws and Standing Rules.
- Embrace the Friends' mission and be an advocate and spokesperson for the Friends in the community.
- Encourage others to join Friends.
- Prepare for, attend and participate in Board meetings, committee meetings and special events and report on activities and information related to their position.
- Support other Board members and committee team leaders in the fulfillment of their duties.
- Make a donation to the Friends' during the annual Big Day of Giving campaign.
- Adhere to the Friends' Confidentiality Policy.
- Perform additional duties as may be requested by the President.

The **President** shall:

- Be the official representative of the Friends to the public, including but not limited to: Library staff, Library Advisory Committee/Library Advisory Board, and City Council.
- As appropriate and requested, review communications on behalf of the Friends to ensure consistency with the mission of the Friends and the direction of the Board.
- Set the agenda for monthly Board meetings and conduct such meetings.
- Serve as Chair of the Annual Membership Meeting Committee.
- With the approval of the Board of Directors, establish ad hoc committees as necessary.

¹ Board of Directors is comprised of the Friends' Officers and Directors.

- Serve as an ex-officio member of all committees except the Nomination Committee.
- Review financial transactions as outlined in FOLL's Account Structure and Internal Controls Policy.
- In January, ensure that all Board members sign annual conflict of interest statements.
- Submit FOLL meetings and events for posting on the Library's calendar.
- Assign Chairs for Financial Review Committee and Big Day of Giving Committee.

The **Vice President** shall:

- Assume the President's duties in the absence of the President and assist the President as needed.
- Serve as Chair of the Strategic Planning Committee.
- Serve on other committees as appointed by the President.
- Serve as Parliamentarian at monthly meetings.

The **Secretary** shall:

- Conduct a roll call at Board meetings to confirm a quorum.
- Record the minutes at Board meetings.
- Distribute draft meeting minutes by email to all Board members for review and comment.
- Request Board approval of the final minutes at the next monthly Board meeting.
- Initiate, oversee and validate member voting processes.
- Maintain the permanent files and records of all meetings and attachments.
- Send cards to members or others on behalf of the Friends.
- Arrange for gifts, as directed by the President.

The **Treasurer** shall:

- Maintain the Friends' financial records.
- Adhere to the internal controls outlined in FOLL's Account Structure and Internal Controls Policy.
- Present a financial report at Board meetings.
- Receive monies for membership, donations, book sales, and fundraising events; deposit such monies; and maintain appropriate records.
- Disburse monies as outlined in the approved budget.
- File required documents with the Secretary of State (Biannual Statement of Information) and the Attorney General (Registry of Charitable Trusts-Annual Registration Renewal, Nonprofit Annual Raffle Registration, and Annual Nonprofit Raffle Report).
- Maintain insurance policies for General Liability and Officers and Directors Liability as required by California Corporations Code sections 5047.5 and 5239.
- Maintain movie license for Family Movie Night.
- Maintain custody of the Friends credit card and checkbook.
- Monitor the Friends funds held in City account.
- Prepare next year's proposed budget for presentation and discussion at the November Annual Membership meeting and approval at December Board meeting.
- Prepare the financial records for review by the Financial Review Committee and ensure timely filing of tax returns.
- Prepare the Friends' annual report for Board review and approval at the March Board meeting.

The **Immediate Past President** shall:

- Serve in an advisory role to the President, as needed.
- Serve as the Chair of the Nomination Committee. If the Immediate Past President is unable to serve as Chair or Immediate Past President is vacant, the President will appoint a Board member who is in the first year of the two-year term to serve as the Chair of the Nomination Committee.
- Oversee the installation ceremony for new officers and directors.

The **Membership Director** shall:

- Collect mail from the postal box and deliver such mail to the appropriate Friends Officer or Director in a timely manner.
- Develop membership campaign(s) to attract new members and retain existing members.
- Prepare deposit slips for the Treasurer with copies of the checks, membership forms and other provided documentation.
- Send receipts to all members/donors in a timely manner.
- Record member, donor (monetary & in-kind) and grant information in the Friends master database and record all payments in the payment database.
- Maintain an annual binder with documentation (hard copy) for each received membership/donation.
- Update membership brochures, applications and other related forms, as needed.
- Update the memorial plaque.

The **Grants Director** shall:

- Prepare and submit grant applications for funds to support Library programs and services and the community's use of the Library.
- Maintain a list of all grants applied for and include copies of the grant application and any accompanying material.
- Keep a timeline of grant application due dates.
- Research various media for new grant opportunities.
- Prepare and submit required progress or final reports to grantor organizations.
- When grant is received, send thank you letter and reiterate how the grant will be recognized.

The **Book Sales Director** shall:

- Coordinate all book sales, including the daily sales, BIG book sales, and eBay sales.
- Adhere to the processes related to book sales outlined in Friends' Account Structure and Internal Controls Policy.
- Reserve Willow Room for BIG book sales and arrange with the City for HVAC.
- Work with volunteers to ensure full coverage of backroom during Library hours, including securing substitutes.

- Schedule volunteers for setup of the BIG book sale, collect money, assist customers, restock items, and other needed tasks on book sale day.
- Create standard guidelines for book sorting and pricing for book sales.
- Make donated books in new condition available to library staff for use in children's programs, such as the Summer Reading Program, and to other Board members for use in fundraising and program promotions, such as Family Movie Night, door prizes and raffle baskets.
- Arrange for disposal of donated books and media that are not saleable.
- Coordinate promotion of book sales with Website and Social Media Director and Newsletter Director.
- Prepare, or arrange for preparation by others, any needed signs, flyers, bookmarks, etc.
- Display and remove Book Sale driveway sign as appropriate.

The **Newsletter Director** shall:

- Prepare monthly newsletter covering Friends and Library news, events, and programs.
- Review newsletter suggestions provided by others.
- Maintain email address directory of members, donors, and others for use in distributing the newsletter and other communications, such as membership or fundraising campaigns, meeting announcements, or specific library communications.
- Provide draft newsletter to Library Director or Director's designee for review prior to issuance.
- Send newsletter to all in email address directory.
- Mail a printed newsletter to members/donors without email who have submitted a request for the newsletter.
- Send emails to all or subgroups in email address directory as directed by the President, Membership Director or Big Day of Giving Committee Chair.
- Place copies of the printed newsletter in the Library.

The **Volunteer and Hospitality Director** shall:

- Process applications from those interested in volunteering for Friends activities using the library's online volunteer management system.
- Greet, or arrange for others to greet, new members and guests attending monthly meetings.
- Maintain list of volunteers who have food safety certification and ensure that volunteers who handle food have a current certification. (Certification is required every two years.)
- Schedule volunteers and oversee operation of Family Movie Night concession stand, including maintaining an inventory of snacks, drinks, bags, and other supplies, arranging for the purchase of popcorn on day of Family Movie Night, and collecting cash from sales and submit cash to the Treasurer.
- Provide Board members (or designees) with names and contact information of volunteers interested in specific FOLL activities, when requested,

The **Website and Social Media Director** shall:

- Maintain website and update website information, as needed.
- Recruit and oversee editors who:
 - Receive/solicit information on upcoming events from Library staff and members for inclusion on website, Facebook or other social media.
 - Take, or arrange for others to take, pictures at Library and Friend events and write brief summaries of the events.
 - Prepare and post articles and events on the website.
- Obtain technical assistance from others knowledgeable in website development, as needed.
- Ensure that the Friends database is maintained and create reports from the database, when requested by other Board members.
- Set up and manage Zoom access for Board meetings.

The **Community Outreach Director** shall:

- Maintain list of upcoming community events where distribution of materials would be beneficial for promotion of the Library and the Friends.
- Arrange for Friends table or other methods for distributing materials at community events.

- Prepare and gather brochures and other materials for distribution at community events.
- Schedule Friends representatives to distribute materials at community events.
- Maintain list of community groups that may be interested in a presentation on the Library and/or the Friends.
- Arrange for Friends representatives to speak at community organization meetings and events.
- Develop and update presentation materials for Friends representatives at community groups, including a video/slide presentation and display board.
- Attend community organization meetings.
- Seek opportunities to promote Friends activities in the media.
- Maintain the Friends bulletin boards in Library lobby and backroom by confirming that material is current.
- Secure paid advertising as authorized by the Board, prepare and submit the ad, obtain cost, and approve final ad copy.

Annual Report to Membership

An annual report shall be sent to all members no later than 120 days from the end of the Friends' fiscal year. The annual report shall include appropriate detail on:

- Assets and liabilities and principal changes in such assets and liabilities that occurred during the fiscal year.
- Receipts and disbursements for the fiscal year.
- Financial Review Committee report covering the fiscal year.

The Annual Report may also include narrative on accomplishment for the fiscal year, plans for the current year, list of major contributors, and other material of interest to the membership.

Standing Committees

The Board has five standing committees:

- **Annual Membership Meeting Committee** - Chaired by the President. This committee plans and arranges for the FOLL's annual membership meeting.
- **Big Day of Giving Committee** - Chaired by a Board member appointed by the President. This committee plans and administers FOLL's Big Day of Giving Campaign.

- **Financial Review Committee** - Chaired by a Board member (other than the Treasurer) appointed by the President. The committee reviews FOLL's financial records and supporting documentation for the prior year and issues a written report on their findings.
- **Nomination Committee** - Chaired by the Immediate Past President. The committee develops and distributes a call for nominations in September to the membership for Officer and Director positions that have expiring terms. The committee reviews received nominations and proposes a slate of candidates for Board review and approval at the October Board meeting.
- **Strategic Planning Committee** - Chaired by the Vice President. This committee is responsible for developing a new strategic plan every three years, monitoring the implementation of the current plan, and recommending plan changes to the FOLL Board. The committee also conducts an annual review of FOLL's Bylaws, Standing Rules, and Account Structure and Internal Control Policy, and recommends needed changes to the FOLL Board.

Standing committees shall include the Chair, at least one other Board member, and at least one member-at-large. Committee members are selected by the respective committee chair. Additional standing committees may be established, as needed, with the approval of the Board.

Parliamentary Authority

Robert's Rules of Order, Revised, will be used as a guideline for conducting Board and general meetings.

Signature Authority for Bank Accounts

Officers authorized to sign checks on behalf of the Friends are the President and Treasurer. Only one signature is necessary to issue a check.

Reimbursement of Expenses Incurred By Officers, Directors or Other Members

Expenses of \$200 or more must be pre-approved by the Board of Directors. No expenses will be reimbursed without proper documentation.

Amendments to the Standing Rules

- A majority vote of the Board of Directors shall be required to adopt, amend, or suspend a Standing Rule.
- The Standing Rules shall automatically reflect any Bylaw amendments insofar as they affect such Rules.

Adopted by the Board of Directors on September 11, 2012 and revised October 9, 2012.

Approved by the Board of Directors March 8, 2016.

Approved and Revised by the Board of Directors May 10, 2016.

Revised September 26, 2016 by the Bylaws and Standing Rules Committee.

Approved by the Board of Directors December 13, 2016.

Revisions Proposed by the Bylaws and Standing Rules Committee March 8, 2019.

Approved by the Board of Directors March 20, 2019

Approved and Revised by the Board of Directors October 8, 2019

Revisions Proposed by the Board of Directors September 9, 2020

Approved by the Board of Directors October 14, 2020

Revisions Proposed by the Strategic Planning Committee December 12, 2023

Approved by Board of Directors December 12, 2023