

Board Meeting Notes for March 10, 2014

The March 2014 board meeting was held as planned. There were six people who attended (Bill Haines, Barb Smith, Sher Brown Sharlene Thuma, John Evans & Sherry Copenhaver), so this was not a formal meeting. Following are notes about the items we discussed.

Sher covered the financial data that she has caught up with at this point. The records are almost ready for the detail records for our March General meeting. Many bills are paid for the year. We will have speaker fees coming up over the next few months. We plan to include a revenue forecast when we work on the next annual budget.

Officer Duties: Barb provided a copy of all of the responses to the descriptions of duties of various officer and volunteer positions. We discussed some of them and Barb will make more changes. We need to research the actual duties of the Trustees and expand on the description of the Trustee duties.

One Librarian duty stated that items donated to us that we do not need (perhaps because it is a duplicate) were to be presented to the Board to decide what to do. We decided that instead of giving to the Board to decide, Sharlene will donate to Archives or other area Societies. Any that she does not know who to donate to will be offered to anyone who would like them at our General Meetings.

John Evans was asked and accepted the position of Computer Chairperson. He will work on getting the Librarian computer to print. If possible, we would like to upgrade both computers to Windows 7 and add memory (RAM). We know we will need to spend more money on replacing the soon-to-be-not-supported Windows XP and decided to ask at the General Meeting for a vote to authorize up to \$1000.00. We hope it will not take this much. John ran some configuration reports to review and decide what we need to do next.

There was a discussion about cloud storage. There are two purposes that we want to use the 'cloud' for. One is to provide off-site backup for our files. The other is to provide sharing of certain files for Members. A plan that we are looking at is called Pogoplug. For \$50 a year, it claims we get unlimited storage. Sherry opened the free 5GB option and found that folders can be created and files can be searched for. In addition, a link can be created for a folder that can then be shared with others (Members). For example, the Probate Packet scans could be uploaded into a folder that we could share with members, which would provide a Member benefit. Sherry will do more research on this software to find out the security level and what 'unlimited' really means.

We will submit an application to Eaton County Historical Commission for 3 additional scanners to use for the Probate Packet project. Also, scanners are used for other projects.

We would like to create a "Member" book and some people have responded with information to put in it. We will have a 'flyer' to show people at the general meeting and see if more people are interested in this project. We could then put it on the website and in the Quest.

We now have an Events Calendar, which is on the Website. We need to make people aware of this calendar.

Shirley will work on making the arrangements for our fall Bus Trip to Fort Wayne. She will need help this year in managing the details of people coming and helping with the actual bus trip, such as meeting at the ECGS room and helping on the bus.

Sharlene has created some take-home mini projects that we will present at the General Meeting. These projects could be something like placing copies into sleeves and making a notebook, pasting obits on paper, writing call numbers on items. Each project is something someone can take home and work on.

We need a Nominations committee. We will ask at the March meeting. We need to have people ready for the elected offices for the April meeting, then we will vote at the May meeting.

We are going to have a Volunteer Training session on Saturday March 22nd. This will be very informal and will be for anyone who currently volunteers along with anyone who is interested in volunteering. The plan now is to begin at 11:00am and meet for 2-4 hours (depending on how it goes). We will get Little Ceasers pizza for lunch.