

FRIENDS OF THE SOUTH COASTAL LIBRARY  
BOARD MEETING  
**SECRETARY'S REPORT/SYSTEMS MANAGER**  
AUGUST 22, 2023  
HELEN N. PASTIS, KATHY JANKOWSKI

**Transitioning to Keeping the Official FOSCL Meeting Minutes in Digital Format**

- With the June 27, 2023 meeting minutes, we will start the transition to keeping the Friends of the South Coastal Library (FOSCL) minutes in a digital format.
- We will continue to have the official meeting minutes in paper copy during the transition. There will be a specific starting point in keeping the meeting minutes only in digital format.
- The minutes will exist as a unit with links to the Officer and Committee Chair reports.
- The Systems Manager (Kathy J.) will post the draft minutes; and then, will replace them with the final, signed version.
- The Systems Manager will scan the meeting minutes and sign-in sheet.
- We have posted just the meeting minutes without the attachments on the website going back to 9/28/2021. These are unofficial and posted for people's convenience.
- Each Officer and Committee Chair will post (upload) their own report. They will not be able to edit other people's reports.
- People will upload their reports by the previous Sunday, 5:00 PM before the FOSCL meeting; in keeping with previous policy.
- The Systems Manager will project the person's report during the FOSCL Board meetings. We will start with the 8/22/2023 meeting.
- The Systems Manager and the Recording Secretary (Helen Pastis) will develop a procedure for keeping the official minutes digitally on the FOSCL website.

**Enhancing the FOSCL Website**

- Encourage the Board to use the FOSCL website as a tool and to go to it frequently.

- Keeping an events calendar and noting all the FOSCL Board meetings for the calendar year.
- Put a new section, “Policies and Procedures”. This section will hold procedures and policies for easy reference so, it will keep them visible and easy to retrieve. We will upload policies and procedures like the Confidentiality Guidelines, keeping the official FOSCL meeting minutes in digital format, submitting reports by the Sunday deadline, procedure for signing checks, and others.

We will save trees, be more efficient, have people responsible for their own reports to minimize errors and data entry time for the System Manager and Recording Secretary. We want to make the website more useful and have people start using it.