

FRIENDS OF THE SOUTH COASTAL LIBRARY
BOARD MEETING
SECRETARY'S REPORT
HELEN N. PASTIS
SEPTEMBER 26, 2023

Transitioning to Keeping the Official FOSCL Meeting Minutes in Digital Format

- With the June 27, 2023 meeting minutes, we started 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.
- In keeping with previous policy, people will submit their reports by the previous Sunday, 5:00 PM before the FOSCL meeting;
- The Systems Manager will project the person's report during the FOSCL Board meetings. We started with the 8/22/2023 meeting.
- The Systems Manager and the Recording Secretary (Helen Pastis) are developing 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 policies and procedures for easy reference; 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, and others.