

## Policy Regarding The Friends of the Flint Public Library

### Purpose:

The Trustees look to a Friends Group

- To serve as Library advocates
- To raise and provide funding for things not normally within the scope of the operating budget
- To otherwise promote Library service and Library visibility in the community
- Manage and allocate the campaign funds from the 2005 expansion/renovation.

### Organization:

The Trustees need to be assured that a Friends Group is legally and separately constituted. They are to maintain 501(c)(3) non-profit status. The Friends Group is officially known as: Friends of the Flint Public Library. The library is in Middleton, MA.

### Role, Definitions and Relationships:

The Friends, the Trustees and the Library administration and Staff share a community interest – the welfare of the Library and its services to the citizenry. Their roles are different, however.

- The Trustees are elected officials charged by statute with the responsibility for governing the Library. They are the decision-making body on matters of Library policy and service.
- The Library Director is responsible for the administration and the management of the Library.
- The Staff is responsible for the delivery of Library services.
- The Friends represent citizen participation and assistance in the activities and programs of the Library.

Because the Friends are an independent organization of Library supporters that should not be accused of self-interest, it is inappropriate for Trustees, currently active to serve as officers of the Friends group. The Trustees may provide a liaison to the Friends and will provide the Friends' officers with copies of their meeting minutes on request. In turn, the Friends may provide a liaison and copies of their meeting minutes for Trustees and the Director.

### Activities:

The Trustees should have the opportunity to approve major projects undertaken and significant gifts purchased by the Friends. The Director and the Chairperson of the Library Trustees should have the opportunity to be provided with a copy of the Friends' publicity as requested.

**Meetings:**

Meetings of the Friends' group, its committees, or officers, should be adequately publicized and should be held within the Library. During winter months, it is advisable to set a snow date.

**Use of Library Resources:**

Insofar as possible, the Friends will provide the resources (labor and supplies) for their own activities. Request for Library resources, including staff, may be made to the Director.

Adopted: 5/15/95

Reviewed: 10/7/96

Reviewed: 9/9/02

Amended: 2/10/15

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