

2020 REVISED

STANDING RULES AND PROCEDURES OF

FRIENDS OF THE LIBRARY OF LOS ALTOS AND COMMUNITY, INC.

Standing Rules of the Friends of the Library of Los Altos and Community, Inc. (“Friends”) are established to provide ongoing operating direction subordinate to, and not in conflict with, the Bylaws. They become effective immediately upon approval by a majority of Members at any General, Special or Annual Meeting of the Members with a quorum present.

1. It shall be the policy of the Friends that, unless it is impossible or impractical due to time or other constraints, the Board of Directors will refer all policy decisions to a vote of the Members. The Board of Directors may, however, make recommendations to the Members. Recommendations for action should be presented to the Members for approval.
2. Members who are book dealers may serve as volunteers to set up a book sale or to work at a book sale, but may not engage in book dealer activities during their shifts.
3. Responsibilities of Officers and Standing Committees are specified below, in the Bylaws and in the Job Description Handbook. Each Officer and Standing Committee Chair shall compile a complete job description to be posted on an online database accessible to Members. Each Officer and Committee Chair shall also review and update such job description at least annually in preparation for transferring such job description and other appropriate materials and information to the incoming Officer or Committee Chair.
4. Committee Chairs will be appointed annually or as necessary by the Board of Directors. No amendment to this Standing Rule shall be necessary to add or discontinue a committee. The Standing Committees active as of June 2020 are:

**Investment**

Provides philosophy for investment of funds not immediately required and monitors investments quarterly.

**Membership**

Retains a Donor and a Membership register in at least two locations, including in a secure electronic location, which can be downloaded into paper form as required. Sends letters of appreciation to donors.

**Volunteer**

Responsible for coordinating volunteers for book sales and other events; keeping track of new volunteers who earn SuperFriend aprons; and ordering SuperFriend aprons for Members who have earned them;

**Major Book Sales**

Responsible for all aspects of the major book sales, coordinating with other committees as appropriate.

### **Ongoing Sales**

Responsible for all aspects of the ongoing book sales, including the ongoing sale shelves and book cart in the main library and the ongoing sales shelves in the Woodland branch library.

### **Internet Sales**

Responsible for all aspects of sales through the internet.

### **Operations**

Responsible for all aspects of processing, moving and storing books in preparation for major book sales; overseeing maintenance of workspaces and storage areas; and issuing keys to Members who need them, maintaining a list of such Members and recovering keys that are no longer needed.

### **Café**

Responsible for stocking and staffing the Friends café in the main library.

### **Newsletter**

Produces the Friends newsletter, posts it on the Friends website and sends it to the Membership. If the newsletter is intended to be formal notice of a Membership meeting, the newsletter must be sent in the manner required in the Bylaws.

### **Publicity**

Drafts and publishes announcements and advertisements. Maintains a list of entities to whom notice of events are sent.

### **Website**

Maintains and upgrades all websites established by the Friends.

The Chair of any committee shall be knowledgeable of the status of the work of their subcommittee(s). The Chair of a committee may elect to serve as the Chair of one or more of the subcommittees of that committee.

5. In addition to the duties specified by the Bylaws, the **President**, or the President's designee, shall:

- (a) Attend Library Commission meetings, and report back to the Board of Directors and the Membership matters that affect the Friends;
- (b) Attend Library Endowment meetings and report back to the Board of Directors and the Membership matters that affect the Friends;
- (c) Attend North County Library Authority meetings, and report back to the Board of Directors and the Membership matters that affect the Friends;
- (d) Send get-well, congratulations and sympathy cards to Members as appropriate.

6. In addition to the duties specified in the Bylaws, the **Vice President** shall
  - (a) Assist the President in such capacities as the President reasonably requests;
  - (b) Ensure the Friends' websites are updated as needed;
  - (c) Arrange for refreshments at the Annual and General Meetings.
7. In addition to the duties specified in the Bylaws, the **Treasurer** shall
  - (a) Prepare quarterly and annual financial statements. Post the Annual Report on the Friends' website and make all reports available to the Membership upon request;
  - (b) Pick up the mail from the post office and the main library as often as necessary;
  - (c) Procure and maintain adequate general liability insurance and director and officer insurance, but not less than the amount specified in California Corporations Code or its successor provision, to protect uncompensated officers and directors of the Friends;
  - (d) Meet with the Community Librarian annually to determine the library's needs for the coming year for purposes of preparing a proposed budget for the coming year, and periodically to review that budget;
  - (e) Meet with the Investment Committee and the President to review any proposed budget or amendment to any previously adopted budget before submitting any such budget or amendment to the Board of Directors or Membership;
  - (f) Provide a copy of any proposed budget or budget amendment to the Board of Directors at least 5 days prior to any meeting at which the budget or budget amendment is to be presented for approval;
  - (g) Pay all unobjectionable invoices promptly upon receipt.
8. In addition to the duties specified in the Bylaws, the **Secretary** shall
  - (a) Include in the minutes, as a minimum, the information specified in the Bylaws plus all motions approved by the Board of Directors or the Members;
  - (b) Record and provide a copy of the minutes of any Board meeting to the Board of Directors within 15 days of the meeting, and provide a copy of the minutes of any Membership meeting to the Members who attended that meeting within 15 days of the Membership meeting;
  - (c) When Board or Membership minutes have been approved by the appropriate group, post the final, approved minutes in an electronic location that is viewable to Members, remove any draft minutes for that meeting from that site and place a hard copy of the minutes in the minutes book kept at the main place of business;
  - (d) Maintain the Job Description Handbook.

9. Committees may make no policy decisions or financial commitments beyond the amounts as set forth in the Bylaws, specified by the budget, or properly approved by the Board of Directors or by the Membership.

10. Any checks or drafts for, or commitments to spend, more than \$5,000 require two authorized signatures. Checks or drafts drawn for the purpose of transferring funds between Friends' accounts shall not be subject to this limitation. Authorized signatories are two Directors, one of which should be the Treasurer, whose signatures are on file with the bank.

11. Purchases exceeding limits set in the Bylaws Article VIII Section 4 must be pre-approved by the Board of Directors. Purchases under this limit must be pre-approved by the Chair of the Committee responsible for the purchase. Requests for reimbursement without pre-approval may be denied.

12. All forms, templates and documents used or referenced by the Friends for conducting its purposes shall be maintained in a secure electronic location, which can be downloaded into paper form as required.

13. The Job Description Handbook, and other similar documents, shall be maintained online. In addition, each committee chair shall have a copy of documents applicable to his or her committee.

14. Membership information maintained by the Membership Committee shall be treated as confidential, used only for the purposes of the Friends and shall not be disclosed without approval of the Board of Directors.

15. A Member who has been entrusted with a key shall not make a copy of the key or lend or transfer the key, without the consent of the Operations Chair. When no longer needed, the key shall be returned to the Operations Chair.

16. Whenever a Standing Rule is amended or repealed, or a new Standing Rule is adopted, the amendment, fact of repeal, or new Standing Rule shall be maintained with the original Standing Rules in the appropriate place and on the website together with the date of the amendment, repeal or addition.