

## MARTIN COUNTY LIBRARY SYSTEM

**TO:** ALL LIBRARY STAFF  
**FROM:** JENNIFER SALAS, LIBRARY DIRECTOR  
**PREPARED BY:** RICHARD REILLY, DEPUTY LIBRARY DIRECTOR  
**SUBJECT:** FRIENDS POLICY

---

**EFFECTIVE DATE: 12/16/2004**

Revised 11/16/2005  
Revised 07/19/2006  
Revised 11/19/2008  
Revised 05/25/2018

---

**PURPOSE:**

The purpose of this policy is to describe the role of the Friends of the Martin County Library System, Inc. ("Friends") and establish guidelines for their interaction with and as representatives of the public for the Martin County Library System.

**AUTHORITY:**

Library Board of Trustees

**RELATED DOCUMENTS:**

Friends of the Martin County Library System, Inc. Bylaws

**POLICY:**

The Martin County Library System shall have a Friends group to establish and maintain an association of persons interested in supporting the Martin County Library System to:

- Focus public attention on and support for the resources, services, and needs of the Library System in alignment with the Library's Long Range Services Plan.
- Receive and encourage gifts, donations, grants, and bequests.
- Manage, operate, and maintain book sales to generate revenue.
- Provide funds through an annual funding request developed by the Library for enhanced services and facilities that are not met by traditional tax base funding of the Library System.
- Provide mechanisms to receive, manage, and distribute monies, donations, trusts, estates, grants, and other real and personal property.

**GUIDELINES:**

It is expected that the Friends will adhere to all local, state and federal regulations that apply to nonprofit organizations and to the provisions of the organization's bylaws and articles of incorporation.

It is requested the Friends submit annually an update that details the organization's mission, programs, board members, and financial condition. This annual report shall be submitted to the Library Board of Trustees by the end of the calendar year.

The Martin County Library System will in turn provide necessary and useful information about Library services and activities, funding priorities, professional staff to participate in Friends activities when

possible and funding and/or grant leads when appropriate. The Library System will also provide reasonable office space and, when possible, meeting room space for special meetings and events.

The purpose of the following guidelines is to clarify the procedures for the maintenance of the Library System's requests for funds used to enhance or supplement the budget adopted for the Library System by the Martin County Board of County Commissioners.

**Ethics Statement:**

- Friends Board members must observe a high ethical standard.
- Maintain a cooperative relationship with the Library staff.
- Promote the Martin County Library System.
- No paid employee of the Martin County Library System may serve on the Board of Directors as a voting member.
- Conflicts of interest shall be governed by Section 617.0832 Florida Statutes. A Board member must disqualify himself/herself immediately whenever the appearance of a conflict of interest exists and he or she may not be counted as quorum for the matter under discussion.
- Friends Board members must distinguish clearly by their actions and statements between their personal philosophies and attitudes, and those of the Library System.

**Organizational Relationships:**

**With the Library Director:**

The relationship between the Library Director and the Friends should be characterized by mutual respect and by an understanding of Library goals and the Friends' potential for sharing in the achievement of these goals. There should be a clear understanding of how the Friends fit into the legal and organizational structure of the Library System. The Library Director or a designated liaison should be at Friends meetings, whether they are executive committee, board, or membership gatherings. The Director should encourage board-based and varied Friends activities.

**With the Library Board of Trustees:**

The Library Board of Trustees must serve as a liaison between the Library and the public. A broad base of support can be strengthened through coordinated activities of the Friends.

APPROVED BY: \_\_\_\_\_  
Jennifer Salas, Library Director

DATE: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_  
Library Board of Trustees

DATE: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_  
Sheila Leach, Friends President

DATE: \_\_\_\_\_