

**To: Members of the Fontaine and Maury Families**

**From: President Mary Borjon**

**Date: 8/10/22**

**Re: Fontaine-Maury Society Librarian Being Sought**

Our current librarian, Brian Nilsson, has served our society for 22 years, housing the library materials in his home, answering research questions, editing articles for the newsletter, attending board meetings, and being a historian for our society. Brian's retirement, his expanded research trips and other travel plans mean that a new home for the library needs to be found. This will ensure that library orders can be filled in a timely manner. The librarian position description is below. Please consider filling this important volunteer position. Brian will continue to be an active member and resource for our society and will assist the new librarian with the transition and orientation to this position.

We hope to identify a new volunteer librarian by the time of our annual meeting. Brian estimates that he spends about 4 hours each month copying items, maintaining stock, and mailing orders and answering research questions. The average number of orders per year is 52 and varies greatly from year to year. Half of all purchases are made at the annual meeting so it is important for the new librarian to regularly attend each annual meeting. These sales contribute to the financial health of the society.

Brian dedicates about 17 feet of shelf space for library materials. He keeps a supply of envelopes and postage in his office, making mailing easy.

There are no out of pocket expenses. The librarian is provided a society debit card. Income is deposited in the FMS account at Wells Fargo Bank. Records are kept of invoices and sales and submitted to the treasurer and president.

**Let's reward Brian for his many years of service by making his departure from the position of Librarian a smooth one.**

**Anyone interested in the position should contact society president, Mary Borjon, at [mlborjon@hotmail.com](mailto:mlborjon@hotmail.com), call her at 707-279-1050, or text her at 707-347-1034**

**Fontaine Maury Society Position Description**

**Adopted:** 6/15/2021 by unanimous vote of the Board of Directors

**Librarian:** An appointed position with no term limits

**Purpose:**

- The librarian serves as the repository for information about the Fontaine Maury family history- and Huguenot history-related items – books, articles, manuscripts, and other items – wherever located, to assist members and non-members in learning about the Fontaine Maury families and French Huguenot history, and maintains and, when

viable, adds to the inventory of such items that are available for purchase from the Society by members and non-members of the Society.

- The librarian also serves as a point of contact for members and non-members with research queries, including genealogical queries, and keeps the newsletter editor informed of new developments and queries for possible inclusion in the newsletter. The librarian also considers submitting these new developments and queries on the Society's announcement webpage and Facebook page.

#### **Maintenance:**

- Maintain an inventory of items available for purchase by members and non-members from the Society and other items available for "look up" service. These latter items are publications to which the Society does not have copyright permissions to sell but holds in the Society's collection. The librarian looks up information in all these resources to respond to queries from members and non-members.
- Keep inventories current and available on the Society's webpage and Facebook page. For items available for purchase, the librarian keeps pricing and order information current.
- Provide these up-to-date inventories to the newsletter editor for periodic publication in the newsletter (typically published once per annum) for those newsletter recipients without on-line accesses.
- Maintain a bibliography of resources, with a summary of the information they contain, on the Society's webpage and Facebook page. These resources are a compilation of items generally not available from the Society about which the librarian and other members and non-members become aware and submit to the librarian.

#### **Development of Material:**

- Keep current with means of making items available for sale to members and non-members.
- Keep inventories and bibliography current, and update these regularly as new information and materials are provided to the Society.

#### **Distribution of Materials:**

- Provide timely responses to purchase and information requests from members and non-members.
- Make available a comprehensive set of library materials, as viable, for purchase and for consultation at the Society's annual meetings.
- Maintain up to date pricing and order information as necessary to ensure the purchases cover the Society's costs for selling items.

#### **Research:**

- Consult library's materials – those available for purchase and for “look up” service – to respond to queries from members and non-members.

#### **Fiscal:**

- Generate a purchase receipt for all items bought from the Society's library, provide to the purchaser and maintain a file copy.
- Maintain copies of all receipts – of orders (e.g., correspondence with purchase requests and checks and money orders), of purchase of necessary items and services like photocopies, office supplies (e.g., binders, paper, covers, CDs, thumb-drives, envelopes, toner), shipping, and bank deposit slips.
- Maintain expense reports, with copies of all receipts, to submit in a timely manner to the Society's treasurer and president.

#### **Communication:**

- Respond to library queries – for orders and for “look up” requests, as well as other queries, including genealogical queries – in a timely manner and maintain a record of these engagements.
- Periodically prepare a summary of library activity for the newsletter editor, to include new information about the Fontaine Maury families and genealogical queries received by the librarian.
- Provide comparable updates on the Society's announcements webpage and Facebook page, as appropriate.
- Respond to communication from other executive committee members in a timely manner.
- Have a working knowledge of the society's by-laws and be able to work within that framework and communicate them to other members.

#### **Meetings:**

- Attend board of director electronic meetings and the annual business meeting as much as possible.
- When possible, provide a display and selection of library materials for sale at the annual business meeting and gathering.