

Minutes of the Friends of the Arlington Public Library Board Meeting  
January 13, 2014  
Central Library – 2<sup>nd</sup> Floor Conference Room

- I. Call to Order: 7:01 PM
  1. Board Members and Guests in Attendance: Rachel Wood, Susan Glaize, Kim Vu, Nada Sulaiman, Kathy Snyder, Eva Griffeth, Kit Ballenger, Linda Goldberg, Robbie Cohrsen, and Nadine Berg.
  2. There were no amendments to the agenda.
  3. There were not enough members in attendance for a quorum and so the approval of the minutes from the November 18, 2013 meeting was put on hold.
  
- II. Library Staff Report
  1. Kim Vu provided an update on the summer reading program that will begin on June 7<sup>th</sup> and conclude on September 6, 2014. It will be called “ Fizz, Boom, Read” and will have a science orientation. After children complete ten hours of reading, they will receive a book as a prize. This will be different from prior years, because prizes will be awarded based on hours read as opposed to number of books completed. The prize books are coming from Scholastic Promotional and will cost about \$1.00 per book. The Friends will pay for the books using money that has already been budgeted for this year. The suggestion for the community (it was noted that it is not really service) component is participation in the American Library Association’s (ALA) sponsorship of the relief effort in the Philippines. For every child who completes ten hours of reading, \$1.00 will be donated to the ALA for this effort. Kim clarified that no matter how many 10-hour segments an individual child reads, the maximum donation per child will be \$1.00.
  2. Kit noted that the cost of this community component could not be approved without the presence of a quorum. It was subsequently noted that this donation to the Philippines, which is budgeted under the charitable donation category, would come out of next year’s budget. Therefore further consideration could take place during next year’s discussion of the budget.
  3. There was a brief discussion about whether summer readers could be given something to help them track their time while reading. Kit noted that there was a “Mark My Time” digital bookmark. Nada offered to look at the Scholastic Resource Catalog to see whether this type of an item might be available at a reasonable cost.
  4. Rachel Wood said that the new coffee machine at Central has been installed and that the vendor offered free coffee during the first two days of its operation. As a result, there was no need for the Friends’ to help finance this cost. She said that a cup of coffee now sells for \$1.25.
  
- III. Treasurer’s Report
  1. Eva distributed an updated Friends of the Library FY 2014 Operating Budget Summary as of January 2014. She said that what was of interest on the chart

- was a comparison of income that was budgeted with the current to- date figures. For example, the budget for book sales was \$209,000, but on the to- date column we are already at \$115,165. There have been many end of year donations, and the to- date amount for unrestricted donations of \$8,238 has already surpassed the budgeted amount of \$5,620. Many of these end of year donations have been coming in through Fidelity Charitable Donations, which is a change from past donation practices. It was agreed that this would be explored further. Eva said that if one looked at the total income to- date of \$151,337 that this was a very positive figure.
2. The discussion shifted to expenses, and Eva noted that according to the distributed chart, there have not been any fundraising expenses. Membership expenses will increase at the point in time that new software is purchased. The Legislative Support expenses are spent if a request is made to support action in the State Legislature. The insurance expense has increased beyond what was budgeted. Organizational Membership Expenses include membership in the American Library Association, the Virginia Library Association, and United for Libraries. The Charitable Contributions include last year's donation to the Library in Queens and the Food for Fines program. It was noted that since this account currently had a balance of negative \$2,262, that perhaps more money should be budgeted for this category in next year's budget. Robbie asked under what category the new bookshelves for Central Library would be placed, and Eva said that she would look this up. Eva clarified that the new signage expenses will be placed under book sale expenses. The miscellaneous expenses include the 813 ball expenses, and PayPal fees.
  3. The total approved library services support is \$239,000, with \$59,772 spent to- date, and \$179,228 remaining. Eva's conclusion was that the budget is doing well at the current time.

#### IV. New Business

1. The date for the spring book sale will be May 1<sup>st</sup> to May 4<sup>th</sup> 2014.
2. Linda led a discussion about the Book Buddies program and distributed some information sheets. Linda explained that the tutors are trained and use lesson plans that are written by reading specialists. This is a yearlong program that is targeted at first graders. An assessment of the children is done at the beginning to determine whether students need to meet for five days a week for daily reading intervention or are eligible for the Book Buddies program. In the Book Buddies program tutors meet with the same students for 45 minutes twice a week. Linda noted that two tutors could share a child. A mid-year assessment is done, and at this time some students might be put back into the five-day a week program.
3. Linda contacted the branch manager at Aurora Hills Library and she would like to assist with this Book Buddies program. She will help to get volunteers who would go to the school for the tutoring, and the Book Buddies reading specialist would have a link with the library. Linda said that she would get a list of the schools in Arlington that have Book Buddies programs. The

Friends can support Book Buddies through various programs with the participating students.

4. Kit said that there have been many donations to the Name In A Book program. The problem is that at the current time the program brochure allows for payment using a credit card. This means that the individual must write their credit card number on the form, and this is difficult for the Friends to process. It was agreed that when the forms are rewritten, that the option of paying by credit card will be removed from the form.
5. There was a discussion about revising the membership brochure before re-printing it. One suggestion would be to change the form so that the sentence donation to the library fund would instead read donation to Friends in support of the library. This would mean that the donation would be unrestricted. It was suggested that the order and text of the bullets in the section on library services supported by the Friends be edited to better reflect the interests of the library patrons. For example, refer to the first one on the list as the summer reading program. Instead of saying seed projects use the words start up. Bold Arlington Reads. Instead of Collections, refer to Resources for Pre-School Story Hour. Add the American Girl Doll Lending Program to the list. Remove new classical CDs. Move the oral histories lower in the list and refer to it as transcription and digitalization of local oral histories instead of translations. Under the section on membership dues benefits refer to it as the satisfaction of supporting a world-class library. Highlight the **featuring** of the local authors. Kit agreed to make these changes and to distribute the revised brochure for further discussion.
6. It was also noted that the current e-mail address included on the form is not accurate. Obtaining a new email address will be done in conjunction with participation in Salesforce. This will be corrected prior to the re-printing.

V. Old Business

1. There was no old business to discuss

VI. The meeting was adjourned at 8:00 PM. The next scheduled meeting will be on Monday, February 10, 2014 at 7:00 PM at Central Library in the second floor meeting room.