

Friends of the Arlington Public Library Board Meeting Minutes

February 23, 2015

7:00 PM

Central Library – 2nd Floor Meeting Room

- I. Call to Order – 7:05 PM, Present: Present: Kimberly Reinhard-President, Barbara Goldstien-Vice President, Eva Griffeth-Treasurer (joined at 7:28), Nada Sulaiman-Secretary, Susan Glaize-Plaza Representative, Robbie Cohrssen-Westover Representative, David Coia-Glencarlyn Representative, Linda Goldberg-Aurora Hills Representative, David Evans-Central Representative (joined at 7:28), Rachel Wood-Library Representative, Kate Summers-Cherrydale Representative, Eugene Burns-Shirlington Representative, Judy Ahrenholz- Columbia Pike Representative.
 1. There were no amendments to the February 23, 2015 Agenda.
 2. Kimberly made a motion to approve the Minutes from the January 21, 2015 Meeting (distributed digitally on January 12, 2015). Motion seconded, approved unanimously.
- II. New Business:
 1. **Insurance:** Kate Summers reported that she contacted FOAL's Insurance provider, Hartford. FOAL has been automatically renewing its insurance policy since 2001. FOAL could ask for a reassessment of the policy; however, a reassessment may result in an increase or decrease of the insurance premium. Last year, Hartford increased the insurance premium by 5%. Kate stated that based on her conversation with the insurance agent, she would not recommend a reassessment. Rather, she recommended that FOAL ask for a longtime client or loyalty discount. The FOAL Board agreed, and Kate said she would report her findings at the next meeting.
 2. **Central Library Display:** Alex Zealand has ordered the posters and banner discussed at the last meeting for the FOAL display at Central Library. Kimberly asked that each Board member volunteer at the display for a 2-hour shift to answer questions from library patrons about FOAL. Kimberly will send out an email request for volunteers next week. The display will include the posters and banner, American Girl Dolls, and Little Libraries.
 3. **Spring Book Sale Update:** (a) Barbara stated that she would send a reminder to volunteers in the beginning of March. She noted that FOAL needs better advertising for the book fair this spring. The book sale flyer and website advertising are complete. Barbara said she needs several 8x10 signs for the sale. She also reported that several people have complained that it was too dark at the back of the book sale. Rachel said she would ask library staff if any additional lighting could be provided. Barbara asked Board members to volunteer on Tuesday before the book sale to help put up signs and otherwise set-up. Several people said they could help. Food for the book sale has been secured. (b) Purchase of New Cash Register – Rachel Wood has

- collected 3 quotes for the purchase of a new cash register for the book sale. The best quote was (i) \$2284 for software & a drawer (no PC); or (ii) \$3,529 for 2 copies of software and 2 drawers. Rachel suggested that FOAL use the PC from the donation processing room. Thus all software updates would be installed on that PC. A PC would cost approximately \$2,500. A discussion was held in which it was decided that since FOAL does not use the cash register for cash transactions (only credit card) that the drawers would not be necessary. Eva made a motion to purchase 2 software licenses for approximately \$3,100. Susan seconded, and motion passed unanimously. The software must be purchased before the book sale. (c) Dates for Fall Book Sale: September 17-20, 2015 selected as dates for the Fall Book Sale.
4. **Membership:** Paper FOAL applications will be completed shortly. Kimberly will circulate a copy for Board review.
 5. **Branch Library Book Sales:** It was discussed that at this time, Eva does not know what each branch library sells, she just receives a total amount. Book sale prices at the branch libraries differ. Kate agreed to make a sign with the FOAL logo that list standardized prices for all book sales. Kimberly asked that the branch representatives find out what size sign would be appropriate for their library and email that information to Kate. David Evans said that Central needs a new sign.
 6. **Library Staff Report:** (i) The Koleda Fund: Rachel reported that the Koleda Fund would be spent on music programs in the summer. Local artists can submit 4 or more songs to be included in a stream. Eva asked that all funds spent be flagged as the Koleda Fund monies.

III. **Treasurer's Report: Auditors Report and Tax Return:** Eva circulated the Auditors Report to Board Members and asked if anyone had any questions after reviewing it. David Coia asked Eva to explain "restricted funds." Eva replied that "restricted funds" are funds that must be used for a specific type of program or event. Eva lists the funds as "temporarily restricted" until they are spent for their specific purpose. For example, FOAL received a grant to be used for health and nutrition. The grant money must be spent for that purpose.

The Board also discussed other issues in the auditors report. Specifically, Board discussed and accepted the risk of having Eva and David Evans take the money from the book sale to their home to count it instead of counting the money on the premises. It is impossible to have enough cash registers at the book sale to ring-up all cash sales. Also, counting the funds onsite at the end of each day of the sale is not an option because it is not safe. There is no good place to count the money, and Eva and David Evans would have to recount it all anyway.

Eva moved that the Board accept the FOAL tax return, Robbie seconded, all approved. Motion passed unanimously.

IV. Old Business: There was no old business.

V. Next Board Meeting: The next meeting will be on March 23, 2015, Maple Tree Room. The April meeting will be moved to April 27, 2015.

Meeting adjourned at 8:15 PM.