

**Friends of the Arlington Public Library Board Meeting Minutes
February 27, 2017, 7:00 PM Maple Tree Room
Central Library**

- I. Call to Order:** 7:05 PM, Present: Kate Summers-President; Linda Goldberg-Vice President; Jeremy Pevner-Treasurer; Nada Sulaiman-Secretary; Kate Schweigart-Glencarlyn Representative; Eva Griffeth-Central Library Representative; Marty Pippins-Cherrydale Representative; David Evans-Plaza Representative; Shari Henry-Library Liaison; Julia Karell-Library Liaison; Vicky McCaffrey-Library Staff; Joni Sterne-Donation Processing Team; Marx Sterne-FOAL Member; Lynnwood Sinnamon-FOAL Member.
- II. Agenda Amendments:** The Agenda for the February 27, 2017 Board Meeting (distributed electronically on February 27, 2017) was amended to remove the discussion of the draft MOU.
- III. Approval of Meeting Minutes:** Linda moved to approve the January 9, 2017 Board Meeting Minutes. Eva asked for clarification of the Minutes and after discussion, David moved to amend the Minutes to delete the words “at the fall the book sale” in the Treasurer’s report.
- IV. Lit Up Ball:** Julia reported that 235 Ball tickets have been sold, and the Library expects to sell more at the door. Kate Summers asked if the Library could advertise the spring book sale at the Ball by handing out \$5 or \$10 coupons that could be used at the sale. Julia stated that she would develop the coupons and FOAL should number them to keep track of how many are distributed. Julia also noted that Clarendon Ball Room is not ADA compliant and to please tell a Library staff member if anyone need assistance at the Ball. FOAL decided to keep the money from ticket sales and raffle sales separate. Kate Summers stated that she would thank all those who donated goods and services to the raffle baskets in the FOAL Newsletter. Kate Summers stated that she spent \$53 for items for the baskets. The rest are wonderful donations.
- V. Book Sale:** (1) Volunteers: Nada stated that she emails volunteers 45 days before the sale. (2) The Board discussed the

best way to sell off books remaining at the end of the sale.
FOAL wants to put the books in good hands.

- VI. Treasurer Report:** Jeremy distributed the Treasurer Report to the Board on February 25, 2017 via email. He attached a copy of the working budget for the Board's review. Jeremy called the Board's attention to the following: (1) Lit Up is knocking it out of the park! FOAL is only \$300 short of our expected ticket sales. (2) Endowment income is strong. (3) Memberships have caught up, but are still a little under projections. (4) Unrestricted donations, Artist Contributions, and Library book sales are under-performing. In addition, Jeremy stated that the total cash amount included in the budget is a bit high because it does not include outstanding payments. FOAL's Foundation account lost some value due to depreciation, if drop of continues, then FOAL's interest income would drop also. The interest income is still positive at this time, however. The CDARs account has been set-up, and can be liquid within one month. FOAL's audit and taxes are nearing completion, with minor suggestions. FOAL's income this year was better than expected, and FOAL needs to make \$41,000 at the spring book sale to meet expected income for the year. However, expenses are higher than Jeremy hoped for. If this trend continues, Jeremy expects to have a little more funding available for the library budget next year. Kate Summers reported that she had a positive conversation with FOAL's auditor. One concern, however, is that the auditor would like FOAL to document its procedures for counting cash at the book sale. The procedures should be added to the book sale manual. Jeremy reminded the Board that his term ends in June. Kate Summers also reminded the Board that FOAL's proposed bylaw amendments create several new Board positions.
- VII. Membership Report:** David reported that as of 2/17/17, FOAL had 712 active members, 514 of whom had provided email addresses. FOAL's email address database contains 1650 emails, and there are 2178 records in the database.
- VIII. Library Staff Report:** Julia reported that Elizabeth Strout would be speaking at Central Library on 4/20/17 and Viet Nu Yugen would be speaking at Central Library on 5/3/17. The Library explored moving the author events to other sites, such

as Washington-Lee and Yorktown, but due to conflicting events, was unable to do so. Kate Summers suggested having a FOAL table at future author events for fundraising. Event posters and raffle baskets could be raffled off. Kate Summers asked whether Arlington Reads could focus on a children's author. Julia stated that the Library used to have Arlington Reads events for different age groups, but now it has become mainly an adult event. Eva noted that Diane Kresh has posted a wonderful letter on the Library's website. The summer reading program theme for this summer is "Build a Better World." In addition, the Library is hosting an exhibit about refugees of the Baltic, with an opening reception on March 7.

IX. Adjourned: 8:10 pm

Addendum:

Record of Electronic Vote: On March 10, 2017, Kate Summers moved to purchase a table for the book sale as requested by Neil Phelps. Neil requested two 8' plastic folding tables @ \$70 or total expenditure of \$140. David Evans seconded the motion. All voted in favor, none opposed, motion passed.