

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

- I. **Call to Order:** 7:17 PM, Present: Kate Summers-President; Jeremy Pevner-Treasurer; Nada Sulaiman-Secretary; Marty Pippins-Cherrydale Representative; Kate Schweigart-Glencarlyn Representative Joni Stearne-Donation Processing Team; Marx Sterne-FOAL Member; Mike Beglinger-Visitor; Judy Kindell-Visitor; Julia Karell-Library Staff; Lynwood Sinnamon-FOAL Member; Shari Henry-Library Staff
  1. There were no amendments to the March 27, 2017 Agenda.
  2. Jeremy moved to approve the February 6, 2017 and the January 9, 2017 (with suggested edits) Board Meeting Minutes (distributed electronically on March 26, 2017). Marty seconded the motion. All voted in favor, none opposed. The motion passed unanimously.
- II. **Book Sale:** FOAL's auditor recommended documenting procedures for counting cash at the book sale. Nada stated that volunteers were needed on Monday and Tuesday morning at the sale. Kate Summers recommended that FOAL adopt volunteer guidelines and ask volunteers to sign a liability waiver. Nada agreed to draft a waiver, and Kate Summers agreed to draft the volunteer guidelines. Kate Summers stated that she had advertised the sale on various social media sites and asked Board members to distribute book sale flyers.
- III. **Lit Up Ball:** Jeremy reported that FOAL sold over \$1000 in raffle tickets at the Lit Up Ball. FOAL also sold \$9,428 in tickets to the Ball. The final costs of the Ball were approximately \$11,000, however, so it is a loss of about \$2000. The \$1000 from raffle sales will be donated to the Library for the 1K Before K program. Kate Summers asked Joni to collect books for the raffle baskets throughout the year. Kate Summers suggested putting together raffle baskets for other FOAL events. Julia stated Library Staff would discuss the Lit Up Ball with FOAL at the April meeting, but that overall the Library feels that it is a fun event and good outreach to the community.
- IV. **Library Update:** Julia reported on Library programs. Elizabeth Strout will be speaking at Central Library on April

20<sup>th</sup>. In addition, the Library has several events planned for poetry month. Bike Day is also scheduled in April, where people can ride bikes in the Library courtyard and get bike tune-ups. Shari updated the Board on the revenue received from the FOAL bookstores. She asked that FOAL update the “Buy a Book” form on its website. Shari reported the Library’s local history center had ordered a few puzzles made from historic photographs. The puzzles sold very well. Shari asked the Board to approve the purchase of additional puzzles at a total cost of \$2,312.50 at \$5.75 per puzzle. The puzzles would then be sold at the library for \$15 each. The puzzles would have the FOAL logo on the box. Jeremy moved to authorize the expenditure of up to \$2,312.50, plus or minus 10%, to purchase the puzzles pending a written proposal from the Library. Marty seconded the motion. Marx asked if the puzzles could come in two sizes and the Board agreed. All voted in favor of the motion, none were opposed. The motion passed unanimously. Julia reported that she has identified a puppy for the Library and would keep FOAL updated. Kate Summers emphasized that FOAL is willing to help the Library where it can. Jeremy stated that he is putting together the budget projections for next year, and FOAL may be able to provide up to \$5000 additional funding. Shari thanked the Board for its support.

- V. **Treasurer’s Report:** Jeremy reported that he moved \$50,000 into CDARS to get away from the FDIC limits. The money is moved to another bank but is held in trust at Burke & Herbert. Leading up to the book sale, there are a lot of expenditures. FOAL is doing ok on memberships and unrestricted donations, and if FOAL hits its target for the spring book sale, then it would be fine. Jeremy is planning to adjust revenue expectations up, but adjust membership revenue down. Jeremy reminded the Board that it must identify a replacement treasurer as soon as possible.
- VI. **Open Board Positions:** Kate Summers asked visitors Mike Beglinger, Judy Kindell and Leo Sarly to introduce themselves. Leo serves on the Arts Commission and would like to encourage teaming up with FOAL. Kate Summers stated that Robbie Cohrssen has decided to resign her position on the

Board. The following Board positions are open: Westover Representative, Treasurer, Secretary and Columbia Pike Representative. Kate also noted that there would be three additional Board positions after the FOAL bylaws are amended. Mike agreed to serve as the FOAL Columbia Pike Representative. Kate Schweigart moved that the Board accept Mike as the Columbia Pike Representative. Jeremy seconded the motion, all voted in favor, none opposed.

**VII. Newsletter:** Kate Summers stated that she would write a brief newsletter to FOAL members containing updates on upcoming events.

**VIII. Meeting Adjourned:** 8:47 pm.