

**Friends of the Arlington Public Library Board Meeting Minutes
May 18, 2017, 7:00 PM Maple Tree Room
Central Library**

- I. **Call to Order:** 7:04 PM, Present: Kate Summers-President; Linda Goldberg-Vice President; Nada Sulaiman-Secretary; Marty Pippins-Cherrydale Representative; Kate Schweigart-Glencarlyn Representative; David Evans-Plaza Representative; Eva Griffeth-Central Library Representative; Mike Beglinger-Columbia Pike Representative; Lynwood Sinnamon-Westover Representative; Shari Henry-Library Staff; Anne Gable-Library Staff; Joni Stearne-Donation Processing Team; Marx Sterne-FOAL Member; Kelly Fado-FOAL Member
 1. The May 18, 2017 Agenda (distributed electronically on May 8, 2017), was amended agenda to add a discussion of FOAL Support.
- II. **Book Sale Recap and Lessons Learned:** Kate Summers thanked everyone for their hard work on the book sale, and extended a special thank you to Joni Sterne who logged over 140 hours working on the sale. Eva stated 173 people became new and/or renewing members at the sale, with 83 new members. Kate Summers stated “FOAL Bucks”, \$5 book sale coupons were successful. The coupons were distributed to people who had never attended a book sale. In addition, advertising on social media increased attendance. David noted that Member’s Night at the sale worked well. All the people lined-up to enter got into the sale entered within six minutes of the doors opening. Kate Summers noted that the Board should consider improving volunteer education. In addition, Nada noted that several of the bookshelves being used at the sale were old and could be replaced. Kate Summers asked Joni to work with Neil on this issue. The Board then discussed post-sale procedures. Kate Summers noted that the book vendor purchasing unsold does not purchase all of them, and many books are leftover. Kate asked whether leftover books could be made available to charitable organizations. Joni stated that the logistics of opening up the sale to charitable organizations would be very difficult. After discussion, the Board agreed that FOAL does not have the ability to distribute the leftover books

to charitable organizations at this time. Finally, Kate Summers stated that the process of counting money each day after the sale is being documented and will be added to the FOAL Book Sale Manual. She wants all Board members to be comfortable with running the registers and counting money. The Board proposed that the next book sale take place on September 18, 2017 through September 22, 2017, pending approval by the Library.

- III. **Board Vacancies:** Kelly Fado has agreed to serve as Secretary. Kate Summers stated that FOAL cannot continue to function without a Treasurer. Marty asked if there could be an interim Treasurer for six months, at which point he, Marty, would take over. Kate, Jeremy and Marty agreed to discuss this issue.
- IV. **FOAL Support:** Kate noted that Joe, who supports FOAL as a 20 hour-a-week employee is wonderful. Kate recommended that the Board consider adopting a similar arrangement for a librarian who would provide administrative support to FOAL. Duties would include answering mail, covering FOAL events, making sure FOAL has copies of updated brochures, and writing thank you letters for donations to FOAL. Shari expressed concern that the FOAL mail is not being answered on a timely basis. Kelly offered to develop processes for FOAL that would allow an efficient and timely performance of administrative tasks. Anne Gable noted that the employee would be a part time library staff member who would add hours to support FOAL. After discussion, Kate Schweigart moved that FOAL hire a library staff person to work up to 10 hours a week for \$12,000 to provide administrative support for FOAL. Kate Summers agreed to draft a description of the position. Kelly will identify and document the internal management and administrative processes to be used by the employee. Mike seconded the motion, all were in favor, none opposed, the motion passed unanimously.
- V. **Annual Meeting:** Linda suggested an author for the Annual Meeting, and it was agreed she could look into it. Kate Schweigart moved that FOAL permit Kate to spend \$200 on food and drink for the Annual Meeting. Mike seconded the motion, all were in favor, none opposed. The motion passed

unanimously. Kate recommended that the FOAL Board meet for a dinner, and she would suggest some dates.

- VI. **Budget Update:** Shari stated that she would ask Julia to send the Library's budget request to FOAL. Jeremy distributed a May Treasurer report to all Board members electronically on May 15, 2017, and a proposed budget for FY2018.
- VII. **Meeting Adjourned:** 8:30 pm.

Addendum to Minutes:

Record of Electronic Vote: On April 21, 2017 Kate Summers moved that FOAL accept a quote for the purchase of General and Liability Insurance provided by CNA. Kate Summers noted that FOAL has exposure for books and off-campus events, such as Lit Up Ball. The quote from FOAL's local Broker, BROCK-NORTON comes in at \$450. Kate Summers stated that this is a reasonable quote given the coverage amount. Jeremy Pevner seconded the motion. Kate Summers, Jeremy, Linda, Kate Schweigart, Nada, Mike, David voted in favor. None opposed, the motion passed.