

Friends of the Arlington Public Library Annual Meeting Minutes
October 2, 2017
Columbia Pike Library

- I. Call to Order:** 7:10 PM, Kate Summers and Kelly Fado were late. Meeting began without them.
Present: Kate Summers- President; Kelly Fado – Secretary; Sharyn Meister-Aurora Hills Representative; Martin Pippins-Cherrydale Representative; Mike Beglinger-Columbia Pike Representative; Kate Schweigart-Glencarlyn Representative; Judy Kindell – Shirlington Representative; Nada Sulaiman-Westover Representative; Joni Stearne-Donation Processing Team; Marx Sterne-FOAL Member.

II. Book Sale: October 18 – October 22, 2017

- Nada reported that Eva and David will be at the book sale on Wed and Thursday only.
- We need volunteers for Saturday
- We need one Board member for each shift to be in charge
- All Board members need to know the code for the safe, and where it's located.
- The 3 cash registers will cost \$1,076, the Board approved this expenditure via email on 8/15/17
- We all need to remember to close out the cash register and batch the receipts
- We need to post directions on batching, we need security's cell # posted, we need to find the green aprons
- Book movers will be hired to set up sale, and we should use them Friday and Saturday morning too.
- Kate Summers is checking with Neil to see what his availability is for the sale.
- We need to contact elementary and middle school librarians.
- We need a flyer in Spanish noting that we have many books by Latin American authors.

Board Shifts at Book Sale – we need to fill out the rest of the shifts:

Wednesday: Eva, Mike, Kate Summers, Kelly

Thursday (4:30-9:30): Judy, Kelly, Marty, Kate Summers, Eva, Linda

Friday (9:30-2): Judy

Friday (2-6): Kate Schweigart, Kelly

Saturday (9:30-2): Kate Summers,

Saturday (2-6): Marty,

Sunday: Marty

Post Sale Information:

Registers need to be returned on Monday – Mike will supervise this process

Wonderbooks come the week after the sale.

- III. Next Meeting:** November 6, 2017 at Central Library
- IV. Post Meeting Approval:** Via email on October 3, 2017, the Board agreed to hold the spring book sale April 5-8, 2018.