

Friends of the Arlington Public Library Annual Meeting Minutes
November 6, 2017
Central Library

- I. **Call to Order:** 7:00 PM, Present: Kate Summers-President; Kelly Fado – Secretary; Sharyn Meister- Aurora Hills Representative; Eva Griffeth-Central Library Representative; Martin Pippins-Cherrydale Representative; Kate Schweigart-Glencarlyn Representative; David Evans-Plaza Representative; Judy Kindell – Shirlington Representative; Nada Sulaiman-Westover Representative; Sarah Campany-Library Staff; Joni Stearne-Donation Processing Team; Marx Sterne-FOAL Member;

- II. **Approval of Minutes:** April 17, 2017, June 20, 2017, and September 7, 2017
David moved the approval of the minutes, Marty seconded. Unanimously approved. Minutes will be sent to Joe for posting on the FOAL website.

- III. **Complete Back Office:** Vicki Price came and met the Board.
CBO is doing our monthly reconciliations, and handling receipts of contributions. They will issue 1099's for Board service providers and are getting us ready for an audit. Once we have a Treasurer, CBO will add in Bill Pay. For now, Kate is signing checks. UNICEF check is needed for the summer reading program – we agreed to pay \$1.00 per completion.

The Board needs to find a Treasurer, and once that position is filled we need to evaluate our banks, conduct an audit, develop our budget, and upgrade our technology (website/Facebook).

- IV. **Library Report** by Janelle and Sarah. Julia will work with branch managers on the budget requests and we expect to have their requests by early spring.

- V. **FOAL Membership Report:** David reported that 148 people signed up or renewed their membership at the book sale. We have 821 active members, 276 life members and 2040 names in the database.

- VI. **Book Sale Report:** Thanks to all who volunteered and especially to the Book Donation Team and Marx for food that sustained us, and to Eva's book sale team.

Board agreed to make a \$150 donation to Direct Relief in memory of Jan Olson in order to honor one of our most dedicated volunteers.

The book sale earned \$102,000 in sales – not including Wonderbooks
We don't have the final expenses yet.

We need to do a letter to the volunteers to thank them for their time and dedication.

Eva proposed 4 changes for future book sales:

1. Expedited Line for 10 or fewer books
2. Change Membership time from 4-8:30pm
3. Categorize returns and have runners put them away swiftly
4. Name Tags for all volunteers

We need to find a way to access more volunteers – all Arlington County staff are paid for up to 4 hours of volunteering and we need to figure out how to access this pool of volunteers.

We should hire a graphic designer to do our flyers in both English and Spanish for future book sales.

- VII. **7th Annual Puzzlefest: November 4 at Central Library from 9am – 4:30pm**
We will be transitioning the leadership of Puzzlefest this year.
- VII. **Next Meeting:** January 8, 2018 at Central.