

## **FOAL Meeting Minutes**

**January 7, 2019**

Present: Judith Kindell, Judith Hijikata, Gineane Goldsmith, Claire Christian, Kate Schweigart, Rob Hizon, Sharyn Meister, Martin Pippins, Kelly Fado, Kate Summers, Joni Sterne for the Book Donation Team, Julia Berg and Peter Petruski for the Library.

Call to order 7:07pm

### **I. Approval of the minutes**

Motion by Judith Kindell to waive reading and approve the minutes, from November 5 and the Nov 26 special meeting to discuss the website. Motion was seconded by Judith Hijikata, and motion passed unanimously.

### **II. Dec 3 meeting and listening session**

We talked about the information we gained from the listening session in December, and discussed ways to engage in more advocacy. The Board will draft some talking points that community members, and Board members can use when advocating for the Library at community events. (After the meeting Laura Porter agreed to take the lead in drafting these talking points and she will share them for input soon.)

It was clear in the feedback we received from the community that we need to communicate better with our Members – and Mail Chimp and maybe a monthly newsletter will help with that. Our new website will help as well. They are interested in hearing about events, in volunteering, and in maker events.

The Board is interested in learning more about online volunteer organizing tools. We had good feedback on the one used by AFAC, but there may be others as well that we should explore while we're redesigning our website.

We spent \$262 on food for the December listening session and meeting.

### **III. Approval of meeting dates for 2019**

Motion to approve was made by Kelly, seconded by Sharyn and motion passed unanimously.

January 7 at 7pm Central Library

February 4 at 7pm Shirlington Library

March 4 at 7pm at Central Library

#### **March 22 - 8-11 PM Lit Up ball**

March 25 at 7pm at Central Library (topic is book sale prep)

#### **April 4-7 BOOK SALE**

\*skip April meeting as we all do so much at the sale.

May 6 at 7pm at Central Library (Approval of Library's budget request)

June 3 at 7pm at Central Library - annual meeting - need speaker

July 8 at 7pm at Central Library

August 5 at 7pm at Central Library

September 9 at 7pm at Central Library (9/2 is Labor Day)

September 23 at 7pm at Central Library (topic is book sale prep)

#### **October 3-6 BOOK SALE**

\*skip October as we all do so much at the sale.

November 4 at 7pm at Central Library

December 2 at 7pm TBD - Board thank you and listening session.

#### **IV. Website Discussion**

Kelly passed out three sections that she, Kate Summers, and Laura Porter had already edited. The Board was tasked with reviewing and making changes so that it reflects the direction the Board wants to go. This will be on our website and reflects all of us and FOAL. The first three “tabs” that are under review by the Board are “About FOAL” which includes the mission statement, Giving Opportunities and during that discussion the Board opted to discontinue the book plate program because it’s cumbersome to manage, and a new Book Sales and Donations Tab.

Kelly also handed out a calendar that shows that we will see the draft logos on 1/14/19; with final logos due 1/28/19.

We will need to have all content drafted and through one set of edits by 1/15/19 Final edits on all content are due to Tara on 2/26/19.

Kelly is in the process of uploading all the email addresses we have on members to Mail Chimp. Goal is a test message in late January with no returned emails.

Once that goal is met, then we’ll begin updating the list of Members in preparation for the April book sale.

#### **V. Book Sale**

The Board decided that for tickets to the Members night, we’ll do numbers on the back of a bookmark that has info about our new website, which should launch around March 21.

We discussed making sure that volunteers knew what their jobs were before they arrived on site at the book sale, and not just designating the Board Member in charge but making it clear visually who was in charge. And there should be one Board Member up front with the cash registers, and counting; and one on the Floor working with those volunteers.

We discussed the need for opening and closing checklists for the Board Members that include how to set up the registers.

We agreed that Kate should put out an informal RFP on local list serves to see if we can attract a local event planner to run the April book sale. Perhaps a set price would attract someone who wants a project with a definitive beginning and end date.

We agreed that Marty would look into a square terminal and Kelly will look into repeaters to make the square work.

#### **VI. Lit Up Ball**

Claire is working on cocktail ideas and pricing.

The Board agreed that Kate should spend up to \$200 on supplies for baskets for the auction. Kelly made the motion, Judith Kindell seconded, motion passed unanimously.

Kate will recirculate the donation request letter and we will target businesses in Shirlington. Board should circulate information about what businesses they are targeting to avoid duplication.

We also need to explore ways to put the Lit Up Ball logo on shirts or mugs or cups to sell at the event.

## VII. Library Report

Julia reports that the Washington Nationals are sponsoring summer reading and the prize will be 2 tickets to a game for those who complete the summer reading challenge. They will also contribute a basket to the Lit Up Ball!

Peter asked for input about selling books that are new but falling out of the collection. He proposed a booth at the Farmer's Market at Courthouse. The Board wanted to see if they'd sell at author events first.

Peter asked for some additional funds - \$1500 for Arlington Reads t-shirts; \$5,000 for the Library's board game collection, and \$2500 for staff training in reader's advisory. Total \$9,000. Kate Schweigert made a motion to provide these funds, Judith Kindell seconded, and the motion unanimously passed.

## Upcoming Events

Feb 7	7pm	Michael W. Twitty, Author of "The Cooking Gene"
Feb 20	7pm	Susan Orlean in conversation with Diane Kresh
March 14	7pm	Jacqueline Woodson "Brown Girl Dreaming"
March 22	8-11pm	Lit Up Ball at Shirlington Library
March 30	9:30-5	NoVa Teen Book Festival - offsite
April 4-7		Book Sale Central Library

## Board Actions

- Approval of the November 5 and November 26 meeting minutes.
- Approval of the meeting dates for 2019, including book sales April 4-7 and October 3-6, 2019.
- Approval of \$200 in spending toward Lit Up Ball baskets.
- Board discontinued the program that raised fund thru purchase of book plates.
- Board approved \$1500 for Arlington Reads t-shirts; \$5000 to expand and replace games in the board games collection; and \$2500 for staff training.

Adjourned 8:35pm

## Additional Board Action:

- Approval of up to \$2,000 to support an emergency food kit pilot project with AFAC & the Library.

On January 24, 2019, Kate Summers made a motion to provide up to \$2,000 to increase financial support to an emergency food kit pilot project between the Library and AFAC. Food kits would be available for distribution at storytime events and at the circulation desks at Central and Aurora Hills. Target audiences are furloughed federal employees and other needy families. The motion was seconded by Claire and approved. Voting in favor: Claire, Kelly, Laura, Kate Schweigart, Marty, Gineane.