

March 5, 2018 - FOAL Meeting

Present: Kate Summers, President; Martin Pippen, Treasurer; Kelly Fado, Secretary; Gineane Goldsmith, Westover; Judith Kindell, Shirlington; Mike Beglinger, Columbia Pike; Nada Sulaiman, Cherrydale; Sharyn Meister, Aurora Hills. Peter and Julia for the Library. Joni and Marx from Book Donation. Claire - Book Sale Volunteer

Call to order: 7:09pm

I. **Approval of the February Minutes** – Nada moved, Sharyn 2nd – approved

II. **Lit Up Ball**

- Boosted post today on Facebook
- Put Book sale info on NextDoor
- Sold 170 ticket so far
- Buying food for 400 – light appetizers,
- Use Square to buy t-shirts/totebags/raffle tags.
- Kate will read list of donors at the event. We'll also list them on basket descriptions.
- With Board's approval, we purchased shirts for sale at Lit Up Ball for \$15.00 each.
- Totebags will also be for sale for \$8.00 each.

III. **Award for Student Artist**

Board voted online for winner of our tote bag contest. The winner will receive his prize either at his school (Arlington Tech) or at the awards ceremony already scheduled for April 15 at Central Library for award ceremony along with other kids who did Library art for the decals.

IV. **Book Sale -**

- Nada sent email for volunteers.
- County Employees can do their volunteer hours at the booksale
- Cash Registers ordered.
- Marx will be given a \$500 advance for food.
- Board is expected to work multiple shifts during the sale.
- Neal said this is going to be a lighter book sale as donations are down a bit.
- Joni is going to ask Susan about whether we need to publicize need for more book donations
- Someone needs to carry the letter to Harris Teeter and pick up the bags.
- Board Members and 1 Library rep to help count \$ at the end of shifts.
- Peter getting Library volunteers to work registers.

- 3 recipients of our \$50.00 book sale vouchers (reading connection/VReap/DC Books to prisons) We're creating a voucher that they can pick up at the book sale so that they can only be used one time.

V. **Treasurer Report**

- Marty will be using the laptop and doing the spreadsheet. He can't count as he's Treasurer.
- It takes about 60 to 90 minutes to do cash counting.
- Marty is going to do a daily reconciliation of the cash registers
- Need 2 board members each night
- Marty recommends that we go to United Bank for deposits as they have parking lot, they have a night deposit barrel. It's easier and will work more smoothly. Board agreed.

Audit report – Marty read us the findings: 2 material weaknesses. We agreed to move to accrual method of accounting from cash method effective immediately. We need to be more intentional about accounting for the money we put in the cash registers, and denote when they are returned so we deposit back the same amount. Any time we take out seed money we need to make a deposit back in the same amount so it shows that the seed money has been redeposited. 2 deficiencies: limited segregation of duties during time before CBO. Bank check sequence has missing numbers. Marty is going to shred old checks so that doesn't happen in the future.

Marty recommended we accept the audit report, Nada moved, Judith seconded and it passed without opposition.

VI. **FOAL vital records effort**

- CBO has been asked to pull these records together. This isn't completed, but these notebooks are the beginning of this project. Our goal is to have all vital Board Records in one location accessible to all Board Members. We consulted some data privacy experts and for what we want to do it is looking like the best mix of cost, reliability, and privacy is a DropBox Pro account. Research continues as this isn't a decision we need to make tonight.
- In addition, we need a Records Retention Policy – no financial info will be uploaded.
- We should talk to the Arlington County Records Manager to get their Records Retention Policy
- We'll circulate table of contents via email, but let's look through these now and see if anything jumps out as missing
- ADD - Neal's and Joe's contracts.

- ADD - CBO contract
- Once we get these records organized, we will upload them in a central location.
- Marty has put all the account info and passwords in sealed envelopes in our safe.
- In addition, Kelly has prepared an RFP for a new website that she'll circulate post book sale for conversations at our April meeting.
- Tasks for us all: Review the table of contents to see if anything we need to reference is missing from this list; and review the RFP for a new website. We'll discuss both at the April meeting.

VII. Library Report

Peter:

- 2 spinners added for mass market – FOAL donation team is happy with them.
- No final date for completion of construction – looks like mid May
- MMD's reconfiguration created new space for book donation team and it's right by the door to bookstore so this makes it easier to restock. Team hasn't moved in yet.
- Shelving and fixtures from old FOAL store at Central, can they be used by any of the other Library stores?

Julia:

- March is women's history month – womens business fair, art product
- April 26, we are adding an Arlington reads APA/Doorways, Affordable Housing – panel discussion about housing inequality.
- April 26- outdoor book festival in Rosslyn across from McDonalds and they have a stage and Library will do storytime, Great zucchini, and a few authors will be there, 10am-10pm Tents
- NOVA Teen book fair – 25 authors YA authors and 1000 people registered, at WL 10am – 5pm. We want to hand out FOAL bucks. Novateenbookfair.com
- Wikipedia edit a thon – adding women biographies.
- Julia – prizes for adult reading, they will get a free book – she'll need 500ish coupons. Bookstore only and a September end date. Theme this year is Reading Takes You Everywhere.
- June 27 – Planetarium is doing 2 shows for us.
- Poetry month and preservation week – the Poet is in – going to farmer's market.
- Author events in May and June – Pete Souza coming to Kenmore June 12.
- Programs are a bit more expensive than we had budgeted, the Lit Up Ball food costs will be significantly more than expected. Nada made a motion to advance Julia \$5,000 for programming. She may not need it all, but this will definitely give her

flexibility now through the end of the year. Nada moved this, Kelly seconded, Approved unanimously.

VIII. Upcoming Issues

Library budget proposal presentation is April. We can have CBO there.

We have talked about Student Loan Reimbursement for Librarians – we'd give a grant to some Librarians who work here and work so hard for us. We need to talk about rules and mechanics. And get a feel for need – how many eligible.

BOARD ACTIONS THIS MEETING:

Approved minutes for Feb meeting.

Approved \$500 advance for Book Sale food

Accepted the Auditor's Report.

Approved \$5,000 to Julia to cover program costs

Upcoming Events:

- 4/4 -4/8 Book Sale at Central Library Garage
- 4/18 - Arlington Reads featuring Katherine Boo at Central
- 4/23 – FOAL Meeting at Central Library 7pm
- 5/3 - Arlington Reads featuring Richard Rothstein at Central
- 5/14 – FOAL Meeting at Columbia Pike Library 7pm
- 5/17 - Arlington Reads featuring Matthew Desmond at Central
- 6/11 – FOAL Meeting Annual Meeting Central Library
- 6/12 – Pete Souza at Kenmore
- 6/27 – Planetarium Shows
- TBD - Books & Bubbles – Shirlington

Meeting adjourned at 8:35pm