

5/21/2018

**Friends of the Arlington Library (FOAL)
Board Meeting Minutes**

Present: Kate Summers -President, Marty Pippins – Treasurer, Kelly Fado – Secretary, Nada Sulaiman-Cherrydale Rep, Gineane Goldsmith-Westover Rep, Judith Kindell-Shirlington Rep, Kate Schweigart, Glen Carlin Rep, Joni and Marx Sterne- Donation Processing Team, Peter Petruski and Julia Berg – Library Representatives.

I. Call to Order 7:15 pm

II. Board Membership Actions

Linda Goldberg has formally resigned from FOAL.

Nada nominated Judith Kindell to be Vice President, Kelly seconded. Board voted unanimously.

Laura Porter was nominated as a Board Member by Nada, Judy seconded, Board Voted unanimously.

With Kate Schweigart's agreement, Kate moved to be the Columbia Pike Rep; and Laura Porter is the new Rep for Glen Carlyn.

Board Membership effective May 21, 2018:

President – Kate Summers
Vice-President – Judith Kindell
Secretary – Kelly Fado
Treasurer – Martin Phippen
Aurora Hills - Sharon Meister
Central Library – open
Cherrydale – Nada Sulaiman
Columbia Pike – Kate Schweigart
Glen Carlyn – Laura Porter
Plaza Representative – Claire Christian
Shirlington - open

III. Next Meeting

June 11 – Annual meeting will begin at 6:30pm

Alia Malek is our guest speaker at the Annual Meeting and her book talk begins at 7pm.

After some discussion, the Board decided to order food from Zoe's Kitchen with a \$500 budget for food.

IV. Book Sale

We decided that Kate Summers will contact the Fire Marshall to get recommendations on occupancy and safety recommendations. She will report back over the summer.

V. Treasurer's Report - Marty

Arlington Foundation \$2.2 as of 2017; we are currently at \$2.15 because of market conditions as of May 2018. Book sale earned nearly \$88,000. Idle Times Book Store informed us they were undercharged for a purchase and they paid the additional amount. As a result, we created a new process for tallying large purchases. For future sales over \$100.00, we will require a second person watching at the cash register to verify amount charged; and we will have a tally sheet for large purchases (hand counted sales) that has the name and contact information of the buyer, and clearly lists the total cost of the purchased books. We will retain this form for our records, and this also

gives us a means to contact large buyers and alert them to future sales. Marty made this motion, Kelly seconded, Board voted on this new policy unanimously.

May event \$375 in t-shirt sales; and \$431 credit card sales & 5 new memberships. We are now selling Arlington Reads T-shirts for \$10.00.

Marty proposed keeping \$50.00 in seed money all the times in the safe for events. We will track it for audit purposes but this saves time and doesn't require Marty to get seed money every time we have an event. Board approved unanimously.

Book Store Sales

January 2018	\$4,118.00
February 2018	\$3,913.42
March 2018	\$4,587.96
April 2018	\$5,166.63

Complete Back Office – It is time to evaluate their work and their worth to our mission.

They are double checking payments into/out of account.

They are updating the member list

They are handling the migration for us to new budget tracking software.

Mary reports that they are paying bills quickly; no more than a 1 week turnaround.

They are quickly acknowledging our donations.

They are costing us on average \$1,300 month, and they mitigate our audit risk as they are updating our financials every month and reconciling every month.

Kelly moved to continue the contract with Complete Back Office, Nada seconded; and the Board unanimously voted to continue the contract with Complete Back Office.

VI. General Discussion

When the new Central Store reopens, we are going to sell our new tote bag with a fill the bag offer for \$10.00

We all like the Arlington Reads shirt – and Nada's idea is greatest hits of our authors over the years so it's not one year specific.

We need to update the Book Sale Manual and ensure that our new policies regarding sales and our voucher policies are in the manual. Nada reminded us that she's the only one with the Foal Volunteer password for the email list so we need to add that and also look at the list itself and make sure that we added the new volunteers. David had also sent us information for how to set up registers that need to be in the manual. Kate and Judy took on this project.

We need to look at our Facebook page and our website and make sure they are up to date. Kate and Kelly will do this.

VII. Library Budget – Julia

Library Support Budget Proposal for FOAL

Adult system wide Programs	\$47,250
New Maker Space	\$40,000
Arlington Reads	\$85,000
Center for Local History	\$ 5,000
Branch Programs	\$ 4,000
Central & Plaza Library	\$ 1,000
Youth Services	\$45,000
Poet Laureate	\$ 750
Collection Support	\$90,000
Volunteers	\$ 2,000
TOTAL REQUEST	\$320,000

Some movement in budget items – costs are pretty much the same but categories are changing around for example since Henrik designs all the materials for library publicity, Adult services will cover costs of printing.

One time request for materials/tools for new maker space that is being outfitted in what was the former computer lab. Dedicated maker librarian.

Arlington Reads is higher than 2017 because we know what the authors are coming and includes travel for the authors.

Center for local history does transcriptions and local research.

Branch program request is \$500 per branch but \$1000 for Crystal City Pop Up Branch;

Plaza Library is managed by Central Library and they are broken out. These are incidental expenses.

Youth Service is \$5k less but essentially the same given that their printing is being done by Adult services.

Poet Laureate \$750 – done in partnership with cultural affairs – and that staff position is gone due to County budget cuts, they need the Library to do the administration work from now on.

Collection Support - \$90k; book discussion groups, Board game collection, refresh of AG doll collection, and subscriptions to various websites that are used by residents – some are for continuing education, some for investment resources, some for legal forms.

Volunteers - \$2k – use this money to recognize volunteers.

Kate Schweigert: we need to do more with our money. Proposal to help librarians with student loan payments. We could do a monthly \$1,000 principal payment for our librarians. We asked Peter to help us come to an understanding of what the need is and we'll look at this seriously next month.

Julia – Library spends money and then we reimburse them; what they want us to think about is giving them money up front quarterly – and give us receipts - so their accounts are not in arrears. But FOAL still needs to pay invoices more than \$5,000. We will work together to see what is feasible.

July meeting– Diane to come and brief us on the issue of collection support now that the County has cut the Library’s budget so dramatically. We are interested in helping reduce the wait time for books both e-books and hard copies.

We also would like a briefing on how the Arlington county foundation scholarships work. And we would like to know more about what restricted donation accounts we have.

Board Actions in May

1. Voted Judith Kindell as our Vice President
2. Voted Laura Porter onto the Board
3. Moved Kate Schweigart to be the Representative for Columbia Pike and Laura Porter to Glen Carlyn Representative
4. Voted to allow \$500 to be spent for food for the Annual Meeting.
5. Changed two processes for book sales: 1) Sales above \$100 require a second person verifying charge at cash register; 2) large sales where we have to hand count away from registers will use a tally form with the name and contact info of buyer that shows clearly the final amount of the sale which will make it much easier for those working the cash register.
6. Voted to keep \$50.00 in seed money in our safe.
7. Voted to continue the contract with Complete Back Office.

Upcoming Events

June 11 @ 6:30pm Annual Meeting

June 11 @ 7pm Author talk: Alia Malek – “The Home that was our Country: A Memoir of Syria”

June 12 @ 7pm Pete Souza – Kenmore auditorium “Obama, An Intimate Portrait”

Adjourned: 8:25pm