

January 6, 2020

Friends of the Arlington Library Board Meeting Minutes

Present: Kelly Fado, Kate Summers, Gineane Goldsmith, Marx and Joni Sterne, Pete Petruski, Sharyn Meister, Judy Kindell, Laura Porter, Martin Pippins, and Rob Hizon.

Apologies: Jamie Krovontka, Maggie Colston

Members of the public: Helene

I. December 2, 2019 board meeting minutes

MOTION: Judy Kindell moved to approve the December minutes as amended; Kate Summers seconded; motion was approved unanimously.

II. Book sale manual

Eileen and Kelly Fado have been working on this and we are waiting on the final version from Eileen. The checklists for pre-sale activities are already being used. It has proven very useful.

III. Book sale policy on teacher discounts

There was a discussion about setting a clear policy for the discount offered to some teachers at the book sales, since the policy was applied inconsistently during the sale. Judy Kindell confirmed that at least \$800 in sales was directly from teachers who received the discount, and probably more since not all filled out the form. The board generally agreed that they wanted to give some teachers an opportunity, but were not sure what was the best option. After extensive discussion, the board agreed that Arlington teachers of grades Pre-K-12 would get 50% off their purchases Friday through Sunday, and other teachers could get a coupon for \$5 off a \$10 minimum purchase. All teachers would be asked to fill out a short form so that sales can be tracked.

MOTION: Kate Summers moved to institute a policy for book sales in which Arlington teachers of grades Pre-K-12 would get 50% off their purchases Friday through Sunday, and other teachers could get a coupon for \$5 off a \$10 minimum purchase. Sharyn Meister seconded; motion was approved unanimously.

IV. Branding needs

Kelly Fado noted that new and larger signs were being made for the sale with the new logo.

V. Administrative support changes

Complete Back Office's rates are increasing (currently \$95/hour) and there are certain tasks they no longer want to do, such as donation acknowledgement letters. It was clarified that board members of non-profit organizations may do work for compensation as long as it is reported on the 990 tax form. The board agreed that hiring an independent contractor to handle donor development, acknowledgment and cultivation would be useful. Kelly Fado agreed to discuss this with FOAL board member Jamie Krovontka, who has professional experience in this area.

MOTION: Kate Summers moved that FOAL explore hiring an independent contractor to handle donor development, acknowledgement and cultivation. Sharyn Meister and Judy Kindell seconded; motion was approved unanimously.

VI. Update on finances

Martin Pippins reported that the 4th Quarter report on FOAL funds managed by the Arlington Community Foundation should be good. From now on we will be putting book sale proceeds into the Foundation more rapidly, and there is a schedule for regular

payments from the ACF to the library for collection payments and the four quarterly draws. There will also be contracts for author events from now on so that we can monitor those expenditures. We will also do a mid-year check in on budget to actuals. Cash on hand is pretty much the same and there are no large expenditures expected for the next couple of months.

Peter Petruski clarified that in the future, the procedure will be that if Arlington Reads needs more money, the library will ask FOAL to approve it.

Finally, there has been a request from the library for an additional \$14,000 for Maker Space supplies.

MOTION: Judy Kindell moved to approve the \$14,000 budget request for Maker Space supplies; Kelly Fado seconded; motion was approved unanimously.

VII. **Library updates**

Peter Petruski reported consistent book sale numbers in all locations. However, Aurora Hills now cannot take donations due to renovations. Their book sales and donations are down. Shirlington is dealing with capacity as well as they lost a volunteer. Shirlington needs help and volunteers to work with branch managers to help with the sales. Westover is also dealing with construction and they need help processing books.

Peter also updated the board on the status of the Columbia Pike library. The 2nd floor of the current library is being taken by the school. There will be shared lab and meeting spaces, but library will be condensed down to the first floor. The board discussed ways to increase the presence of the library in the Columbia Pike community, for example asking the county to set up a popup library in the Arlington Mill community center, which seems to have the space. Peter will discuss with the head of the Arlington library.

Finally, the library needs funds to purchase Office software licenses for book donation team volunteers to use on their new computers.

MOTION: Judy Kindell moved to approve \$500 for Office licenses, Sharyn Meister seconded; the motion was unanimously approved.

VIII. **Lit-Up Ball**

If you are interested in being on the volunteer committee to help with the Lit-Up Ball, email Kelly Fado and Kate Summers. We can use the Central Library but we need a theme and a date. Sharyn Meister, Helene and Claire Christian all volunteered.

IX. **Next board meeting**

The next board meeting will be on Monday, February 6 at 7 pm at Central Library.

Board Decisions

- **Approval of December minutes as amended.**
- **Approval of a policy for FOAL book sales in which Arlington teachers of grades Pre-K-12 would get 50% off their purchases Friday through Sunday, and other teachers could get a coupon for \$5 off a \$10 minimum purchase.**
- **Approval of exploring hiring an independent contractor to handle donor development, acknowledgement and cultivation.**
- **Approval of the \$14,000 budget request for Maker Space supplies.**