

**March 4, 2019**  
**Friends of the Arlington Library**  
**Board Meeting Minutes,**  
**Shirlington Library Meeting**

Present: Kate Summers, Kate Schweigart, Marty Pippins, Judith Kindell, Gineane Goldsmith, Laura Porter, Rob Hizon, Sharyn Meister, Judith Hijikata, Nada Sulaiman, Kelly Fado, Claire Christian, Joni and Marx Sterne, and representing the library: Julia Berg and Peter Petruski.

**I. February minutes**

Kate Summers moved to waive the reading of the minutes, Sharyn seconded, unanimous approval by Board. Judith Kindell then moved approval of the February minutes, Sharyn seconded, unanimously approved by Board.

**II. Book Sale Manager**

Kate Summers introduced Eileen Hanning, Manager of our April book sale. We discussed some introductory items such as Nada's role as our volunteer coordinator; Gineane's role in setting up the children's section on the Wednesday before the sale; Neil's role with bookseller ads, signs, fencing, shelving. The roles that the Board Members play during the sale. The Book Sale Manual was transmitted and meetings and calls with Eileen will happen in the coming weeks as the sale begins is one month from today.

**III. Liability Insurance**

Kate Summers worked with our insurance agent to update our general liability policies and ensure we were covered for events where alcohol is served. We will need to renew our policies by March 2020.

**IV. Website Update**

Kelly gave a brief update – we are on track for an April launch just before the Book Sale. Goal is to send out a link before the March 25 meeting so that the Board can look through the site and make any changes before it goes live the week of March 25<sup>th</sup>. Mail Chimp has been populated with our members and those who bought tickets to the Lit Up Ball. Kelly doesn't have the bandwidth to write a newsletter to go out the week the new site launches, but Laura Porter volunteered to do that. We discussed the need to review our bylaws and perhaps make changes

**V. Subcommittees**

Marty suggested that we establish a Finance subcommittee that would take over researching and obtaining insurance policies and establishing best practices for audits and financial management. We could also set up a Fundraising subcommittee and/or a Committee to modernize the bylaws and other vital documents and records.

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

- Claire obtained our liquor license for the event.
- We decided to make cups with the artwork – Judith K made the motion to purchase cups with artwork to sell at the Lit Up Ball and Sharyn seconded the motion and it carried unanimously. Claire will take charge of ordering the cups.
- Kate O’Berg is handling volunteer sign-ups for the ball – everyone has a job Friday night.
- The Library is looking for 18 baskets max.
- There is a 350 limit for tickets – cut off sales at 325
- Tickets are not deductible and we need to change the message people get on PayPal when they buy tickets. Kelly is looking into fixing that problem.

## **VII. Advocacy**

We ordered 50 shirts with our new logo for folks who are testifying in support of the Library at their April budget meeting.

We decided to aim for 2-3 newsletters each year to our Members.

## **Board Decisions in March**

- Approval of February Meeting Minutes
- Decision to order cups with Lit Up Ball artwork to sell at the Ball.

## **Upcoming Events**

March 22 8-11pm – Lit Up Ball at Shirlington Library

March 25, 7pm – FOAL Board meeting on the book sale

April 2, 7pm – Public Comment session on the budget. This is where we attend, speak & wear t-shirts.

April 4-7 – BOOK SALE

May 6 - FOAL Board Meeting @ 7 pm Central –Budget Meeting