

June 10, 2024

## Friends of the Arlington Public Library (FOAL) Board Meeting Minutes

### Board Members:

Present: Claire Christian, Judy Kindell, Jane Posner, Laura Porter, Jamie Krovontka, Natalia Lanteigne, Kate Summers, Kelly Fado

Absent: Brittany Robertson, Rob Hizon, Todd Ludeke

### Others Present:

Library: Rebecca Case and Rachel Polen

Other: Marty Pippins, Merri Horn, Amy Miller

Meeting called to order at 7:05 p.m. by President, Claire Christian

### I. May 6, 2024 board meeting minutes

**MOTION: Laura Porter moved to approve the May minutes; Natalia Lanteigne seconded; motion was approved unanimously.**

### II. Library report

Rebecca Case presented the FY25 budget request along with Rachel Polen who is a budget financial specialist for the library. The library is working to lower spending needs and their total FY25 budget request is \$332,025. This includes the Arlington Reads program, system-wide programming, reading programs and the Donations Processing Team (DPT).

In addition, the library is also requesting one-time funding for The Shop (\$8,000), a portable, instructional kitchen cart (\$20,000) and Virtual Reality goggles (\$3,000).

Rebecca shared the Fall 2024 and Spring 2025 Arlington Reads programming themes and potential authors; to be announced to the public at a later date. There is potential for FOAL to tie fundraising ideas to these events. Additional highlights of the budget discussion:

- Merchandise sales are higher in the first 5 months of 2024, and we are on pace to triple merchandise earnings due to hoodie sales.
- Arlington County is providing the library with \$90,000 for collections.

After Rebecca's presentation, there was a discussion between the Board and the Library representatives to better understand the financial requests. Rebecca will provide all financial documents and PowerPoint to the Board via email after the meeting.

**MOTION: Jamie Krovontka moved to approve the FY25 budget of \$332,025 with further review at a later date of the one-time requests that total \$31,000. Kelly Fado seconded; motion was approved unanimously.**

Additional information shared by the library:

- Futures of the Library project engagement has wrapped up and information will be presented to FOAL in the fall.

- There is a request from the library to have a marketing and book sale subcommittee. Amy and Rebeca to organize those who are interested.

Kate provided an update on the Jesmyn Ward author event fundraiser reporting that it was a fantastic proof of concept, with lessons learned and good feedback from attendees and the author. The event was a success but was not a fundraiser.

### **III. Finance Update**

\$1.8M in ACF, \$228K in two bank accounts.

We will be receiving many invoices from library in the coming weeks, so these accounts will get depleted.

### **IV. Book sale**

Discussion of changing the Fall 2024 book sale hours. Options:

- Add 1-2 hours onto the Thursday members-only night
- Limited sale on Wednesday for members-only with a 10 book limit
- Use first Wednesday night as a fundraiser – books and bubbly

**MOTION: Kate Summers moved to extend book sale hours on Thursday evening to 4 to 8:30 p.m.; Jane Posner seconded; motion was approved unanimously.**

Further discussion to take place on the potential for a fundraiser on Wednesday evening and this will take place within the book sale subcommittee.

### **V. Donations and membership report**

Jamie reported: May 1-31, 2024

- We had 27 donations totaling \$7,361.60 (includes small donations from when the membership form asks if someone wants to cover the processing fees.)
- We had 17 new/renewals totaling \$2,525 (includes 3 new lifetime members - two individual; one household)
- We have a total of 1,155 FOAL members (288 lifetime members)

### **VI. Board Executive Officers Election**

We will have our annual meeting with elections on Monday, July 1<sup>st</sup> (location TBD) and will invite the FOAL membership base.

### **VII. Next board meeting**

The next board meeting will be on Monday, July 1, 2024 at 7 p.m.

### **Board Decisions**

- Approval of May minutes.
- Approval of FY25 budget of \$332,025 with further review at a later date of the one-time requests that total \$31,000.
- Approval to extend book sale hours on Thursday evening to 4 to 8:30 p.m.

### **Action Items**

- The Board will request from the library specific breakdown in attendance for programming, especially Arlington Reads events.
- Amy and Rebecca to organize Board members and library staff who are interested in book sale and marketing subcommittees.
- MOA with FOAL attorney and will try to get document back to the library ASAP.
- Marty to update book sale advertisement with new hours; Amy to update website.
- Kate will find a location to hold our annual meeting and Amy will create invitation to send to FOAL membership.

FOAL Board Meeting adjourned at 7:51 p.m.

**Executive Session: 7:52 p.m.**

- Discussion of financial report and analysis that Marty prepared.
- Discussion of library financial requests.
- Discussion of open Board positions.

Executive session adjourned 9:02 p.m.

Minutes submitted by Amy Miller