

November 4, 2024

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

Board Members:

Present: Claire Christian, Judy Kindell, Rob Hizon, Brittany Robertson, Natalia Lanteigne, Todd Ludeke, Laura Porter, Kelly Fado, Jamie Krovontka, Barbara Adde, Jane Posner

Absent: Kate Summers

Others Present:

Library: Rebecca Case, Diane Kresh

Other: Marty Pippins, Amy Miller

Meeting called to order at 7:02 p.m. by President, Claire Christian

I. Vote on proposed new board member

MOTION: Laura Porter moved to approve adding Barbara Adde as a new board member; Judith Kindell seconded; motion was approved unanimously.

II. October 7, 2024 board meeting minutes

MOTION: Judith Kindell moved to approve the October minutes; Laura Porter seconded; motion was approved unanimously.

III. Library report

Diane let FOAL know that the budget process is underway and will report back with more information. There is a gap between revenue and expenses in line with what it usually is and the County Manager is beginning meetings with different department directors.

Claire asked how FOAL can engage on budget issues. Rebecca and Diane said that they will be holding an evening conversation/workshop for the community around how collections are acquired and maintained, as well as the costs around collections. They are considering February 2025 as the timeframe for this event.

Rebecca shared that next month she will be talking about advocacy with FOAL. Her team is putting together advocacy asks of FOAL. They are excited about the Amazon gift and are working on branding bookmarks and other programming components. Rebecca also reported that the financial meetings with Natalia are going well.

The holiday social for staff and volunteers will be held on December 17th from 9 to 11 a.m. The holiday gift nook shopping event takes place December 7 and 8, which has become a nice community event.

IV. Finance update

\$2M in ACF, \$166K in two bank accounts.

Natalia presented a PowerPoint deck with detailed FOAL financial tracking. We had a discussion of FOAL categories for expense tracking: book sales, event program expenses, library support expenses (proposing Arlington Reads, direct expenses paid by FOAL, DPT/bookstore operations, speaker fees (other than Arlington Reads), Summer

Reading (change to reading programs), system-wide programming, one-time requests) be the line items moving forward.

All expenses (whether they need reimbursement or not) need to be submitted to foalevents@arlingtonlibraryfriends.org moving forward. Natalia will send out the full PowerPoint deck at a later date.

FOAL donated \$7,678 to the Outdoor Lab as part of the 2024 Summer Reading program. FOAL has requested that Rebecca and team share next year's budget request to see the breakdown to review for approval.

V. Donations and membership report

October 1-31, 2024

- 10 donations totaling \$1,348.36.
- 168 new/renewals totaling \$6,435.00
- Total of 1,246 FOAL members (292 lifetime members)
- Giving Tuesday campaign begins this Thursday, November 7

VI. Upcoming library and FOAL events

Arlington Reads 2024-2025: Amy will send out the Signupgenius link.

Feel the Heritage Festival: request into the DPT to start collecting children's and adult books that are related to African American culture. Date for the actual festival unknown.

Gamefest: the library has asked FOAL to help out with food for the event. Last year 500+ people showed up. Claire and Amy are working on plan to include partnering with a food truck. Most of the food trucks have a minimum and if it's not met, FOAL would be on the hook for part of the cost. We will also purchase cookies to sell from Jane's friend.

MOTION: Judith Kindell moved to approve the cost of a food truck for Gamefest; Jamie Krovontka seconded; motion was approved unanimously.

FOAL requested that the library involve us in the decision for who the charity will be for future summer reading programs. Rebecca will bring this request up with programming.

VII. Book sale

Marty requested that we lock down the hours of the sale for spring 2025 to allow him to advertise starting in early January. All vendors have been paid post book sale.

Rebecca shared the following feedback from her team for book sales moving forward:

- Having the garage closed will be the new normal. The garage may be fixed/updated in not too distant future (maybe February).
- Recommended sale hours: Thursday 3-7:45, Friday: 10:30-4:45, Saturday: 10:30-4:45, Sunday: 10:30-4:45. It is easiest on library staff to have volunteers come in when the library opens.
- Request for more volunteer training and management, as well as finding a way to have communication with Marty and/or Rob at all times during sales.
- Request that FOAL staffs a table in the vestibule area of the library to direct people and give information about the sale to patrons.

Rob and Marty will continue to meet to iron out additional logistics.

Overall discussion took place about book sale volunteers. How best to ensure that all volunteers are following guidelines and are representing the library in the best light possible. Communications, basic standards of conduct and rules will be reviewed by Marty and team. Suggest having a “Top 5 things you need to know for today” when a volunteer checks in for their shift.

VIII. New t-shirt design process

Brittany and Amy have been working on t-shirt designs. The goal is to come up with 2 designs for the board to vote on. Request \$500 to hire a professional designer for print-ready designs.

MOTION: Judith Kindell moved to approve payment of \$500 for a designer to create new FOAL t-shirt designs; Kelly Fado seconded; motion was approved unanimously.

IX. Next board meeting

The next board meeting will be on Monday, December 2, 2024 at 7 p.m.

Board Decisions

- Barbara Adde was approved to join the board.
- Approval of October meeting minutes.
- Approval of the cost for a food truck for Gamefest.
- Approval to hire a professional graphic designer for a new t-shirt graphic.

Action Items

- Natalia will send out the PowerPoint deck that she presented.
- Amy will send out the Signupgenius for Arlington Reads dates.
- Brittany will make a formal request to the DPT to collect books for the Feel the Heritage Festival.

FOAL Board Meeting adjourned at 8:20 p.m.

Minutes submitted by Amy Miller