

4/23/2018

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

- I. **Call To Order:** 7:10 pm
- II. **Present:** Kate Summers-President, Martin Pippins-Treasurer, Linda Goldberg-Vice President, Gineane Goldsmith-Westover Representative, Claire Christian-Plaza Representative, Kate Schweigart – Glen Carlyn Representative, Julia Karell and Pete Petruski – Library Representatives, Marx and Joni Sterne – Donation Processing Team.
- III. **Board Membership Actions:** Mike has resigned from the Board due to work commitments. So we have a Columbia Pike opening, and a Plaza opening. Claire Christian is available for Plaza. Plaza is becoming more active and has a public performance is coming up. Nada moved for Claire to be representative for Plaza, Marty seconded. All in favor, none opposed.
- IV. **Approval of Minutes:** Nada moved to approve minutes of March 5, Marty seconded, motion passed unanimously.
- V. **Book Sale Manual:** Kate Summers: David left information about setting up the registers that need to be added to the book sale manual. Kate will make sure that Linda has that information for the manual. Great turn out considering that had 1/3 fewer books. Marty reviewed the revenues for each day. The numbers dropped off on Saturday and Sunday, perhaps because there were not many books left. Kate Summers whoever introduces Diane at Arlington Reads has to push donations, it seems donations have dropped.
- VI. **Book Sale Questions:** Two questions for the Board: do we want an evaluation from the Fire Marshall and are we okay moving the location or using the auditorium? The Board discussed the possibility of moving the book sale off site. Kate Summers moved that FOAL approach the Fire Marshall for a formal review of the book sale space and seek a determination about the occupancy rates for the book sale. Kate Schweigart seconded the motion and it passed unanimously. Second, Eva has been the book sale manager for some time and has made the book sale run very smoothly. Eva has resigned her position on the Board and as book sale manager. Kate Summers asked for a Board member or two to take over that position. It makes sense to have a single point of contact to coordinate the sale. Marx asked if it was time to consider a professional manager. We need to either hire a manager or every Board member

could take over a task. Peter suggested reaching out to neighboring Friends groups to find out what they do and if they have a book sale manager.

- VII. Pass over the discussion of new FOAL website because Kelly Fado is not here. She has drafted an RFP for the website and will discuss at the next meeting.
- VIII. **Library Events:** Peter made T-shirts for the 4/18 Katherine Boo event, 5/3 Richard Rothstein, and 5/17 Mathew Desmond. They sell for \$20 each. Marty introduced Katherine Boo.
- IX. **New Book Store Grand Opening:** Peter guesses sometime in June, there is no firm date. Julia: Adult prize for summer reading will be a coupon for the book sale. Kate proposed as part of book store grand opening FOAL could have a promotion for a limited time – FOAL tote bag filled with books for \$10. Kate Summers moves that FOAL have a grand opening celebration for the opening of the book store with a bag of books for \$10. Board agreed.
- X. **Date for the next book sale:** October 11-14, 2018. If Board members cannot make the book sale they can help out the week after. Kate Summers moves that the fall book sale be held on Oct. 11-14, 2018. Marty second. All in favor none opposed.
- XI. **Treasurer Report:** Book Sale: All cash from book sale is going into United account and the credit card going into Burke & Herbert. Arlington County Foundation account did not get a quarterly report and is going to follow-up and asking CBO to check. Marty is going to work on the annual budget for the annual meeting. Julia will provide the library's budget request. Kate Summers not being as successful getting donations of cookies for the Mathew Desmond event and suggests that FOAL approve the purchase of cookies and snacks for the event. Kate Schweigart moved that FOAL approve the purchase of cookies for \$200.
- XII. **Library Report:** Rosslyn Book festival a lot of good authors coming. Thursday night event as well.

Peter: Registers picked up today. Asked for feedback from staff volunteers. Folks were unhappy with Thursday night the presence of the book sellers. FOAL could work on a code of conduct. Kate Summers maybe we should consider charging a premium for the first hour of the sale.

The county cut the one-time \$250,000 collections and Kate Summers went to the budget hearing and spoke on the library's behalf. The library will need FOAL's

advocacy going forward. Summer Reading starts soon, Chipotle is donating kids free entre again this year. Kids will get a book. The charity will be a University in Puerto Rico. Adults – enamel pins are very popular, a tote bag and a coupon to the book store.

XIII. Board Actions:

- 1) Voted Claire Christian onto the Board as the Plaza Representative.
- 2) March 5 minutes were approved.
- 3) FOAL agreed to consult the Fire Marshall for a formal review of the book sale space and occupancy determination.
- 4) Board approved FOAL bookstore grand opening celebration & tote bag sale.
- 5) Set date for Book Sale – October 11-14, 2018
- 6) Approved food budget of \$200 for Matthew Desmond author event.

Adjourned: 8:25 pm.