

Friends of the Public Library Board Meeting Minutes
January 12, 2105
Central Library – Maple Tree Room

- I. Call to Order 7:04 PM. Present: Kimberly Reinhard-President, Eva Griffeth-Treasurer (joined at 7:30), Nada Sulaiman-Secretary, Susan Glaize-Plaza Representative, Robbie Cohrssen-Westover Representative, David Coia-Glencarlyn Representative, Linda Goldberg-Aurora Hills Representative, David Evans-Central Representative (joined at 7:30), Rachel Wood-Library Representative, Kate Summers-Cherrydale Representative, Eugene Burns-Shirlington Representative, Judy Ahrenholz-Columbia Pike Representative, and Alex Zealand-Library Staff
 1. There were no amendments to the January 12, 2015 Agenda.
 2. Kimberly made a motion to approve the Minutes from November 17, 2014 (distributed digitally on 1/5/2015). Kate seconded the motion, passed unanimously.

- II. New Business
 1. **Friends Display in Central Library:** Alex reported that she has come up with some ideas for a Friends display at Central. The display would inform the public about what the Friends does and encourage library patrons to become members. Alex suggested: (a) several 11”X14” posters with pictures of recent Arlington Reads authors. The Library will provide the posters at no cost to the Friends because the posters benefit the Library directly. The posters would be displayed on the stairwell. (b) A large banner outside with images of Friends events. The banner would measure 10’X4’ and be made of vinyl with grommets and full color photos. Build-A-Sign has provided a quote of \$72.80 for the banner. (c) Three standing signs that would provide information about (i) donations; (ii) where the Friends money goes; (iii) the book sale. The signs would be reusable and there is a choice of a heavier sign for \$140 per sign or a lighter sign for \$79.99. A discussion was held about which sign to purchase and it was decided that the heavier signs would be safer. Alex also discussed a “thermometer” type sign that could be used in the future if the Friends decide to hold a membership drive. The Friends display is planned for March 2015, so the signs must be ordered in early February. Eva made a motion to approve purchase of three signs at \$140 each and one banner at \$72.80. Kate seconded the motion, motion passed unanimously. Eva agreed to coordinate with Alex on producing the signs. Alex asked the Board to provide Eva with all ideas/suggestions for

the signs by 1/21. Alex will provide drafts of the signs to Kimberly and Eva by 1/26.

2. **Little Free Libraries:** Alex also discussed a program wherein the Library, with the support of the Friends, is working with Tech-Shop DC to build “Little Free Libraries” to be placed on Arlington County land, with a focus on parks and areas that are not close to a branch library. Little Free Library is a nonprofit organization that registers free libraries and provides a GPS map of their locations. The Friends would pay for the registration fee and provide \$100 for materials to the builder of the “free library.” Once completed, the Arlington County Public Library would take ownership of the “free library”, and find a steward and a location. At this time, Alex is not sure how many structures the Library will receive from Tech-Shop DC, so a list of locations has not been fully developed. If Tech-Shop DC does not provide enough submissions, the Library has considered approaching the shop classes at the Arlington Career Center. Kate suggested having a contest with a prize for the best “free library” design.
3. **Membership:** David Evans provided the following updated membership information: There are 1715 entries in the Friends membership database of which 781 represent active memberships. Email reminders have been sent to all persons whose memberships expired since the books sale and who have not renewed. Also, renewal reminders have been sent to all whose memberships will expire between now and March 31, 2015. David reported that he has made progress in contacting members for whom the Friends does not have an email address. To increase membership, David Coia is planning to prepare a power-point presentation about Friends membership to present to high school students in Arlington County. Linda suggested that such a presentation could be adapted for senior groups.
4. **Spring Book Sale Update:** Barbara is out of town and will provide an update at the next meeting. Eva reported that the Friends has not yet received a check from Wonder Books. Kimberly stated that she will follow-up with Neil and Barbara.

III. Library Staff Report

1. **Better World Books:** Rachel reported that thus far Better World Books has sold approximately 10% (or 250 books) of the books it has collected from the Library. These are withdrawn Library books, not donated books. The remaining books are currently in the “recycle” column. Better World Books has paid the Friends \$40 for books sold. It was discussed that information from the Washington Post indicates

that Fairfax County and Better World Books have terminated their relationship. Rachel is going to try to find out why.

2. **Library Mid-Year Supplementary Program Requests:** Rachel submitted a request for \$20,100 in additional funds for Library Programs. The requests would cover the following:
(a) \$16,100 additional funds for Arlington Reads, the Library's annual one-theme, one community initiative promoting thoughtful discussion and the joy of reading throughout Arlington County. The Library originally budgeted \$40,000 for FY2015. However, the Library has scheduled three authors for the program this year with total fees and expenses of \$56,100. The authors are Chimamanda Ngozi Adichie, (fees and travel expenses totaling \$12,600), Anne Patchett (fees and travel expenses \$26,500) and Jesmyn Ward (fees and travel expenses (\$17,000)). (b) The Library requests \$4000 in additional funds for a new adult summer reading program to run in parallel with the summer reading program for kids and teens. Printing costs for the adult program will total \$3500 and \$500 will be used for prizes. The Library will seek donations for prizes first. A discussion was held about whether this request would cause the Friends to go into debt. Eva pointed out that the Friends has the funds to approve the request, but not in the current budget. Kate suggested ways to reduce the printing costs of the adult summer reading program, including developing an app to serve as the reading log. Kate is going to look into the cost of developing such an app. David made a motion to approve the Library's supplementary request for an additional \$20,100 for FY2015. Susan seconded the motion. The motion passed unanimously.

IV. Treasurer's Report

1. **FY2015 Budget Correction:** While preparing the budget report, Eva noted an error in the approved budget for FY2015. The Friends had estimated income from the Library's literary ball as \$10,000 and had inadvertently included it twice. Hence, upon correction, out bottom line for FY2015 is now a negative \$10,000, instead of zero.
2. **FOAL Accounts:** When Eva took over as treasurer, the Friends had money in three banks. Eva finds it difficult to manage three separate accounts, including reconciling the funds in each of these accounts monthly. As agreed at the last meeting, Eva closed the Friends account with TD Bank and moved the money to its United Bank account.
3. **Check Exchange Service:** As discussed at the last meeting, Eva stopped the Check Exchange service with United Bank. Checks with insufficient funds will no longer be tracked down,

resulting in additional charges to the owners. Eva hopes that the Friends can simply call the owners of the bad checks and collect the money and returned check fee. Even if the funds cannot be collected, bad checks are not a frequent occurrence, and Eva does not think the Friends needs to be overly concerned.

4. **United Bank CD:** Eva recommends withdrawing the Friends CD from United Bank when it matures on January 26th and depositing the money in the Friends Arlington Community Fund. The CD is making less than 1% and the ACF provides a much better return on the Friends money. Eva moved that the Friends withdraw the CD from United Bank and deposit the funds into ACF. Kimberly seconded the motion, which passed unanimously.
5. **Virginia Library Association:** The Virginia Library Association has asked the Friends to join for \$25 membership fee. The purpose of the Association is to inform the Virginia legislature about the importance of libraries.
6. **Insurance:** Eva reported that the Friends insurance premiums have increased significantly in the last few years. She asked whether the Friends should review and renegotiate the policy. Kate agreed to look into the issue.

IV. Old Business

1. The next Board meeting is scheduled for Monday, February 23, 2015, at 7PM
2. The March meeting may be rescheduled because Kimberly will be out of town. An alternative is that Barbara can run the meeting, which will focus primarily on the book sale.
3. Meeting adjourned at 8:30 PM.