

Minutes for the Friends of the Arlington Public Library Board Meeting
May 20, 2013
Central Library, Second Floor Conference Room

- I. Call to Order: 7:02
 1. Board Members and Guests in Attendance: Susan Parker, Eva Griffeth, Nada Sulaiman, Dean Daniel, Nathan Norton, Mariel Tewksbury, Julia Karell, Julie Bordwell, Kit Ballenger, Nadine Berg, Kathy Snyder, Barbara Goldstein, Katherine Regeimbal, Gwenn Rosener (FlexProfessionals), Debbie Powers (Arlington Office of Emergency Management), Jackie Snelling (Chair of the Education Outreach Committee for Arlington's Emergency Preparedness Advisory Commission).
 2. There were no amendments to the Agenda.
 3. A motion was made to approve the minutes from the April 15, 2013 meeting. Barbara seconded the motion and it was passed unanimously.

- II. Presentation by Debbie Powers of OEM and Jackie Snelling of EPAC
 1. Debbie distributed the EPAC Focus Group Process questions for the Board to review and discuss. (These questions are included as a part of the minutes.) She noted that we could share ideas now and then add additional ideas later. Various concerns were raised in response to the first question on preparedness such as what facilities would remain open in an emergency and coordination with Arlington County Public Schools. There was also a brief discussion about how libraries would function if there were a need to shelter in place.
 2. In response to question number two about expectations, it was noted that there would be an assumption that the county would have plans and people would be told what actions to take. There would also be an expectation that major county buildings would be on generators, act as a safe haven, and have water available.
 3. When discussing question number three, it was agreed that in order for people to be prepared they would need to know both the hazards and what to do. Jackie said that the most common hazard would be a power outage.
 4. In response to the fourth question about additional preparedness issues, there was a brief discussion about whether people had individual plans.
 5. There was agreement when considering question five, that one way to reach out to the library community would be for the library to host a presentation on emergency planning. Debbie indicated that she would be happy to do this and that she had many different materials available, including information in Spanish and specifically designed for children. There was a follow up discussion on what would be the best ways to encourage the public to attend a presentation at the library, including handing out materials at other library sponsored events. It was also noted that during these presentations, the various library branches could share what their emergency plans were and whether they would have water available etc. Jackie and Debbie both

emphasized the need to have shelter in place plans because this would be more likely than an evacuation. Various safety materials were distributed and also provided for library use.

III. Presentation by Gwenn Rosener of FlexProfessionals

1. Gwenn began her presentation by providing some background information about the company. She said that they provide part-time professional talent in the DC metro area. Some of their employees are Moms and retirees who want high quality part-time jobs. The company was launched in 2010 and they have seen significant growth. Their services are very attractive to small high growth companies and non-profits. The company does the placement, and there is a one-time placement fee of 15% and a four-month guarantee. They will also do hourly placements. If the Board decides to use their services, they will help with a job description and will not charge a fee to list the position. They conduct face-to-face interviews and do background checks.

IV. Summer Reading Update

1. Katherine provided an update on the summer reading program. She said that each elementary school child is receiving a letter about the program and that the library has recommended reading lists prepared for each grade level. Library staff will be visiting every school. Each child will get a booklet and a schedule of events when they sign up. All information will be on the website and there will be posters as well. The children will receive bags that they can color as a prize and there will be a drawing for ten \$25 Barnes and Noble gift certificates. There was a discussion about encouraging the children to get library cards and on how to improve the summer reading completion rate. Katherine noted that the drawing would help provide an incentive for completion. She also said that many of the library locations had charts that illustrated how many children had reached their goals. It is also important that the children understand that when they complete their reading goals, that a book will be donated to a library in Queens, New York that was impacted by Hurricane Sandy.

V. New Business

1. Kit noted that, as discussed at our April meeting, Tatiana Dallalana-Young would like to be the new Columbia Pike Representative. A motion was made by Nathan to approve this appointment and Eva seconded it. It passed unanimously. Tatiana is also willing to help with Word Press and the website.
2. The Board agreed on a slate of candidates for fiscal year 2014. Kit Ballenger will continue as President. Barbara Goldstein will serve as Vice President. Eva Griffeth will be the Treasurer, and Nadine Berg will continue as Secretary. This proposed slate will be voted on at the June annual meeting. Mariel will mail out a notice with the slate of candidates and announcement for the June meeting.

3. At the present time there are no representatives for the Glencarlyn, Shirlington, Plaza, and Aurora Hills branches.
4. There was a discussion about the best way to manage volunteers at the book sale and how to streamline the sale of books. Susan said that it is not difficult to sell the inexpensive books and the valuable books are sold at auction. Books are sold at 30% of the lowest price that is listed online. Some Friends of the Library groups are selling books online. Depending on how much you want to pay, Amazon offers a wide range of services from providing the barcode etc. There is only one old computer that is available to use for pricing etc. Susan Parker said that about \$700 is received for the books not sold at the book sale.
5. It was agreed that the Fall book sale would take place from Thursday September 26th through Sunday, September 29th. The book ball is on the 28th of September.
6. It was brought to Susan Eason's attention that FOAL was not listed as a non-profit on the Virginia tax refund beneficiary list. Nathan and Mariel agreed to complete the necessary forms to rectify this.

VI. Old Business

1. It was noted that the placement of PayPal on the Friends' website needed to move forward so that tickets for the 813 ball could be purchased online. Kit said that by the annual meeting in June we needed to have the updated Friends' website live with PayPal on it. Alex will provide advice, and Eva said that it is just a matter of updating the data that is currently on the site. Mariel said that she would send the updated membership form in a digital format to Eva. Eva also noted that a volunteer form can be located on the website.

VII. Library Staff Report

1. Julia handed out revised FY 2014 budget requests for the Board to review. She noted that there was an increase in the Youth Services request because of some new special projects. Julia also mentioned that an anonymous donor gave a significant donation to the one thousand books before kindergarten program, and this was allowing the library to do a more extensive rollout of the program to 3,000 children. Julia mentioned that the goal of the 813 Book Ball is to make back a significant amount of the money being spent and to then return it to the Friends. Julia said that Nathan was correct about the PTA covering the \$400 for the teen study night. Julia also discussed the \$10,000 reduction from FY 2013 for Collections support and its addition to the Virginia Room to support their technical needs. The \$90,000 for collections support will be used for the Heritage Quest database annual subscription, the purchase of the Evening Star and Alexandria Gazette Historical Newspapers, and the Historic Documents database. IndieFix streaming video will be added this summer with funding that was originally used for Zinio, which is now being covered by the state. The library would also like to add Bookflix for kids. \$20,000 was spent on E-books for kids,

teens, and adults this month after Hachette entered the marketplace. The library hopes to add Eyewitness series e-books for kids and to continue to support collections. Nathan moved that the FY 2014 budget request be approved and Kathy seconded it. It was passed unanimously.

VIII. Treasurer's Report

1. Nathan passed out a summary document of the FY 2013 Library Service Budget. He noted that the \$100,000 in General Material Support has been spent. Youth Programs still has \$242 left. He also noted that the library fund has \$1.6 million. Nathan distributed the book sale receipts chart that showed that the total book sale figure was \$89,660.88.
2. Nathan confirmed that he and Mariel would continue to assist during the transition to the new Board Members. He said that when hiring for the proposed part-time slot, that the Board should hire someone with bookkeeping skills and who understands QuickBooks. This person would do the data entry and bank deposits. He said that the Treasurer would need to make sure that everything is done correctly and report back to the Board. The Treasurer will also need to sign the checks. Mariel said that she spends about four hours a week on membership issues. She is able to do thank you notes by e-mail and uses Access for her membership lists. There was a discussion about membership duties being a part of the Vice President position.

IX. The meeting was adjourned at 8:52 PM. The next meeting will be the Annual Meeting on Tuesday, June 18, 2013 at 6:30 PM in the Central Auditorium.