

Minutes for the Friends of the Arlington Public Library Board Meeting
August 12, 2013
Cherrydale Library

I. Call to Order: 7:05 PM

1. Board Members and Guests in Attendance: Kit Ballenger, Doug Gardner, Lynwood Sinnamon, Barbara Goldstein, Eva Griffeth, Joni Sterne, Gary Gortenburg, David Coia, Linda Goldberg, Tatiana Dallalana-Young, Rachel Wood, Nada Sulaiman, Julie Bordwell, Kimberly Reinhard, Susan Glaize, and Nadine Berg.
2. There were no amendments to the agenda.
3. The future meeting dates listed at the end of the July 15th minutes will be corrected to show that the September meeting will take place on September 16th instead of the 23rd and the February 2014 meeting will take place on February 10th instead of the 13th. Gary offered a motion to approve the minutes from both the June 2013 and the July 2013 meetings. Nada seconded the motion and it was passed unanimously.

II. New Business

1. Barbara Goldstein offered a motion to approve the following new branch representatives: Linda Goldberg for Aurora Hills, Susan Glaize for Plaza, David Coia for Glencarlyn, and Kimberly Reinhard for Shirlington. Gary seconded the motion and it was approved unanimously.
2. Kit led a discussion about the need to update the current bylaws. She noted that at the current time the Board is not in compliance with all of the provisions and that some of the phrasing is inadequate. For example, a newsletter is no longer distributed and so the name of the Newsletter standing committee needs to be updated. Kit said that she has a digital copy of the bylaws that she can edit. Kit will make some proposed suggestions for updating the bylaws and will then circulate them electronically to the Board members for their review. Kit will then compile all of the suggested changes and circulate them for consideration at a future meeting. She reminded all of the Board members that they must be members of the Friends in order to serve on the Board.
3. The Puzzle Festival will take place on November 2, 2013. Doug Gardner provided an update on the planning. He said that once again lunch will be offered and coffee will be provided. He has already started the process of contacting people and publicizing it on the appropriate websites. He noted that the winner of this year's Washington Post Hunt was from Arlington and he is checking to see if he might want to speak at the event. Doug was asking if there was an interest in selling T-shirts this year. He said that it would cost about \$400, and we could try and order about 30 for the first year and then be better able to judge the interest for future years. He was going to talk to Julia Karell about this. He said that the puzzles would be adult oriented but that the event would be able to handle children 7 or 8 years of age and above.

- Tatiana will work with Doug to get the information posted on the Friends' website. Closer to the event date there will be the ability to sign up on the website. Doug thinks last year was a success and that Julia and Karen did a great job with the setup and volunteers. He will attend the next Board meeting and will have some estimated costs so that the Board can hold a formal vote on the proposed budget.
4. There has been a request for three new banner purchases for book sales. Gary offered a motion to approve three banners for a total cost of \$600 and Eva seconded it. It passed unanimously.
 5. Joni Sterne, a volunteer from the book donation team, wanted to make sure that there were sufficient flyers about the book sale and that they were distributed to all of the branches. Kit said that she would ask Neil to re-distribute the PDF of the book sale flyer.
 6. Barbara requested a sign for the book sale that would indicate the location for the volunteers. Tatiana will work with Barbara to create this sign.

III. Treasurer's Report

1. Eva noted that she would be meeting with Nathan to continue the transition. She said that the audit was successfully completed and filed. Updated forms for the library service budget and operating summary for 2013 and 2014 were distributed to the Board members at the meeting.
2. Kit noted that the three banks where the Friends have accounts have been visited and that the forms allowing for the transfer of signature authority to the current President and Treasurer have been successfully completed.

IV. Old Business

1. Tatiana provided an update on the Friends' website. She noted that there are two new pages for the puzzle festival and the book sale. She will work with Neil to get some additional information about the book sale and it was noted that Peter Golkin would have pictures from past events.
2. Joni explained that there has been a drop off in the number of donated books and CDs because many are now using digital readers and downloading their music. Eventually this will lead to a less successful book sale in the future. However, Susan Parker continues to look at new ways to generate revenue such as using an auction house and Amazon.
3. It was suggested that since there is a need for more book processing volunteers that perhaps there could be a *follow a book* page on the website to show how the processing is done.
4. Kit congratulated the donation processing team at the Central Library Book Store for their recent success.

V. Library Staff Report

1. There were some questions about why September 28th had been selected as the date for the 813 ball. Kit explained that the library requested that date because it followed the National Book Festival, and there would be an opportunity to advertise the ball at the book sale.

2. Kit then shared updated information from Rachel Lwin about the ball. Rachel said that she and Nico visited various establishments in Crystal City, Ballston, and Clarendon to hand out 813 postcards and hang posters. They also did some word of mouth advertising with local book clubs and Brightest Young Things. Efforts are being coordinated with Alex and Peter Golkin to share information with publications and community partners. There is an updated list of donors and donations to the silent auction. Consideration is being given to asking local author Garrett Peck to emcee the ball. The 813 ball has been added to the events for the Lit Up Meetup and there are currently 54 followers.
3. Nada said that so far 32 tickets have been purchased through Pay Pal and there has been a donation to the 1,000 books before kindergarten program.
4. Rachel Wood said that 7,854 children had signed up for the summer reading program and this was a new record. So far there have been 2,240 completions, but the participants can turn in their completed reading until the week after school starts.

VI. Book Sale Discussion and Other Issues

1. The book sale will begin on Wednesday, September 25th with setup. The last day is Sunday, September 29th. All Board members are encouraged to sign up and shifts are four hours. Julia has already sent an email to all library staff about signing up for the sale. There will be a meeting with library staff to coordinate supplies. Barbara will reach out to Neil to coordinate volunteers.
2. Barbara Goldstein offered a motion to allow for the purchase of \$500 in supplies for the book sale, and Susan Glaize seconded it.
3. Kit suggested that perhaps the Treasurer could give approval for purchases under \$100, and there would not need to be a formal motion by the Board to approve purchases under \$100. It was agreed that the Treasurer should be given this authority.
4. It was decided that there should be updated and coordinated signage for all of the branch bookstores. Tatiana agreed to work on these signage files and after completion they would be submitted to two vendors for estimates.
5. Kit noted that the Friends have requested a debit card and that purchases made using this debit card will be tax-free. This might be useful for larger purchases and an additional benefit is that points can be earned.

VII. The meeting was adjourned at 8:12 PM. The next meeting will be on Monday, September 16, 2013 at 6:45 PM (instead of 7:00 PM) at Central Library in the second floor meeting room.

Future Meetings:

October 21, 2013

November 18, 2013

December 16, 2013

January 13, 2014

February 10, 2014

March 17, 2014
April 21, 2014
May 19, 2014