

May 6, 2019
Friends of the Arlington Library
Board Meeting Minutes

Present: Kate Summers, Marty Pippins, Claire Christian, Judith Kindell, Gineane Goldsmith, Laura Porter, Rob Hizon, Sharyn Meister, Kelly Fado, Joni and Marx Sterne, and representing the library: Julia Berg and Peter Petruski. Two prospective Members were also in attendance Jamie and Maggie.

I. March 25 minutes

Kate Summers moved to waive the reading of the minutes, Judy Kindell seconded, and the motion was approved. Kate then moved acceptance of the minutes, Judy seconded, and minutes were unanimously approved by the Board.

II. Annual Meeting – June 3

Marian Winik is the author speaking and her book is “Baltimore Book of the Dead”. The annual meeting will start at 6:30pm and she will speak at 7pm. Judy K made the motion to spend up to \$500 from Zoe’s Kitchen for the annual meeting. That motion was seconded by Kelly and unanimously approved by the Board.

As Marty will be away on June 3 either Judy K or Kelly will give the Treasurer’s report.

III. Board Membership

Kate Schweigart has resigned and that opens Columbia Pike Library Rep position Nada Sulaiman has resigned and that opens Cherrydale, and Kate Summers will transition to that spot when she completes her time chairing the Board.

We need to make the executive slate of officer nominations public and can do that on our website and/or thru emails to our Members about the meeting.

The Board discussed expanding our Board so that we had Board Members who are dedicated to specific duties such as Membership or Volunteers or Communications. Right now we have Members who are liaisons for branches and a few officers.

Motion: Judy Kindell made the motion to amend the bylaws to allow one or more members at large with duties to be assigned. Kelly seconded, and the motion passed without objection.

IV. Library Budget Request

The county adopted the budget on 4/26/19 so the Library is still formulating its request of us. Peter will send us options for a meeting later in May to review their budget request.

Julia updated us on the Bookmobile which will allow them to do outreach at farmer’s markets, neighborhood days, and continue to go to Head Start and AHC. No dedicated staffers, but it will fit two staff. Goal is fall 2019 availability. County is covering 150k

and it will be part of the County's fleet. The Library needs money from FOAL to cover the rest of the vehicle cost and stock the bookmobile.

Judy Kindell made the motion that FOAL provide \$83,001.77 toward the Bookmobile with the request that FOAL branding and logo be present on the Bookmobile. Laura seconded the motion and it passed unanimously.

V. Website

Website refresh is largely is done. We spent just under \$6,500.00

Website design, development and branding was \$5,200.00

Photography was \$250.00

Lit up Ball page and domain was \$465.00

GIVE plug in was \$360.00

We may end up needing a Membership or Volunteer plug in but our next task is to professionalize how we recruit, train and manage volunteers, as well as improving our Membership tracking and reporting.

VI. Book Sale Reflections

- We need to dedicate more planning time in meetings to book sales.
- We advertised using social media, BookSellers.com, MONA, and Next Door.
- We heard from some volunteers that they didn't know their assignments until they arrived and were confused about responsibilities – maybe a PowerPoint on volunteering could be send to folks.
- We need to be clear about discounts for teachers – they need ID to get it and we should have signs up.
- We need new signs with our logo.
- We also should order table drape with our logo for book sales and for author events.
- We need to send out emails to our members in advance – and send them I'm a Member cards as that will make Members Night much easier.
- Need to make it clear what the benefit is for volunteering "15 books at half price per shift, all additional books full price". And put this in the manual and in volunteer information.
- Put together checklists for Board Members and Volunteers.
- Lots of complaints about booksellers and we need to be clear that we are selling books and making money and they buy books. We also need to be clear that booksellers can't grab books from people. Maybe make standards of conduct document for booksellers.
- The squares worked well, the registers worked well too.
- The new large purchase form worked well.
- Fill the bag hour was great.
- Signs: no animals, no strollers, no blocking the aisles.
- Projects: Develop volunteer orientation PowerPoint or video, order more bags, order new signs and banner with logo, order table drapes with our logo, explore owning the square or PayPal registers, explore better ways to handle Member

night. Make checklists and update manual. Update first aid kit. Fix the broken book shelves. Get a megaphone.

Kate made the motion to have Eileen to rewrite and modernize our book sale manual, at her current hourly rate, which is estimated to be under 20 hours of work, and to have Eileen give us an RFP to run the October sale. Kelly seconded, motion passed unanimously.

Board Actions

- Approval of March 25 minutes
- Budget of \$500 for food for the annual meeting
- Expansion of Board to allow one or more at large members with duties to be assigned.
- Provided \$83,001.77 toward the Bookmobile with the request that FOAL branding and logo be present on the Bookmobile.
- Request an RFP from Eileen for the October book sale
- Have Eileen update the Book Sale Manual at current hourly rate.

Upcoming Board Meeting Dates:

May 30 at 7pm at Central Library – Budget Meeting

June 3 at 6:30 pm at Central Library - annual meeting

August 5 at 7pm at Central Library

September 9 at 7pm at Central Library

September 23 at 7pm at Central Library

October 3-6 BOOK SALE

November 4 @ 7pm –at Central Library

December 2 @ 7pm – Board listening session at local restaurant TBD