

Minutes of the Friends of the Arlington Public Library Board Meeting  
September 16, 2013  
Central Library – 2<sup>nd</sup> Floor Conference Room

I. Call to Order: 6:47 PM

1. Board Members and Guests in Attendance: Kit Ballenger, Barbara Goldstein, Tatiana Dallalana-Young, Kathy Snyder, David Coia, Susan Glaize, Gary Gortenburg, Doug Gardner, Nada Sulaiman, Linda Goldberg, Joni Sterne, Robbie Cohrssen, Eva Griffeth, Lynwood Sinnamon, Nadine Berg, Philip Bayer, Rachel Wood, and Julia Karell.
2. There were no changes to the agenda.
3. Barbara offered a motion to approve the minutes from the August 12, 2013 meeting and Robbie seconded it. It was passed unanimously.

II. Treasurer's Report

1. Eva distributed copies of the FY 2013 Library Service Budget as of 8/12/2013 and the proposed FY 2014 Library Service Budget. In addition, she distributed the FY 2013 Friends of the Library Operating Budget Summary as of 8/12/2013 and the FY 2014 Proposed Friends of the Library Operating Budget as of 9/16/2013.
2. Eva noted that a loss of \$5,562 was included in the Friends' operating budget for 2013. The proposed operating budget for 2014 includes a loss of \$49,392. She commented on the fact that last year \$230,400 was budgeted as income from the book sales and the actual figure received was \$179,068. For 2014, the budgeted income from book sales is \$209,000. As of the August 12<sup>th</sup> date \$17,736 had been received from memberships and the proposed operating budget for 2014 includes a membership income figure of \$16,000. Eva noted that the total 2014 operating budget income was \$231,070 and that the proposed 2014 expenses, exclusive of library services, was \$41,462, which is about the same as the 2013 expense figure, exclusive of library services, of \$40,807.
3. Eva explained that there was a need for a Finance Committee that would be able to give thoughtful consideration to budgetary issues. She said that there was an increasing need for library support.
4. Eva then led a discussion about the Library Service Budget. It was explained during this discussion that Arlington Reads is now called Central Adult Programming and that the same amount of \$40,000 was budgeted in 2014 for this renamed category. It was also noted that the category called General Material Support in 2013 was now split into \$90,000 for collections support and \$10,000 for the Virginia Room. The \$15,433 youth programs over budget figure for 2013 was mostly the result of the board's previously approved increase for the 1,000 books before kindergarten. Julia shared with the board that this particular program was also the recipient of various grants. Although \$21,000 was requested for scholarship support for 2014, Julia and Rachel explained that this figure would change based on the number of individuals who were being supported and that normally it was

- just two as opposed to three individuals. Julia explained that the new 2014 category of Branch Adult Programming, which includes a budget of \$10,000, is designed to assist the various branches with the miscellaneous expenses associated with their events throughout the year.
5. Kit commented that Eva had assumed the Treasurer's job under difficult circumstances, because the two former Treasurers had both held this position for numerous years. Kit shared with the board that Eva was doing an outstanding job organizing the data and assuming these new responsibilities.
  6. Eva then suggested that the board hold a vote to formally adopt the 2014 Operating Budget. Gary made a motion that the proposed FY 2014 Friends of the Library Operating Budget be adopted, and Linda seconded it. It was passed unanimously.
  7. It was then agreed that Robbie Cohrsen, Barbara Goldstein, and Rachel Wood, as the library representative, would all join as members of the Finance Committee.

### III. New Business

1. Kit explained that there was a need for a coordinator to process the membership applications. Checks had to be sent to Eva and PayPal payments needed to be coordinated. Cards about events such as the book sale would have to be mailed. There was a brief discussion of how the responsibilities of the Communications Committee, which Tatiana had expressed an interest in, would overlap with the Membership Committee. It was agreed that Nada and Tatiana would help with the Membership Committee and that they would hold further discussions with Kit about how these responsibilities could best be handled.
2. Tatiana shared samples of the new bookstore signage, which will be uniform across all branches. There was a brief discussion about why the new signs referred to book sales instead of bookstore.
3. Because Doug needed to leave the meeting early, the discussion about the Puzzle Festival took place during this part of the meeting. Doug said that his budget request was for \$1,200. It was noted that in the FY 2014 operating budget, which passed earlier in the meeting, a figure of \$1,600 had been included for Puzzle Festival expenses. As a result, there was no need for a separate vote on this budget. Doug said that since there was an interest in selling T-shirts, we could try that out this year. Julia confirmed that several people asked to buy the T-shirts at the event last year. Doug said that he has speakers lined up. Doug said that in previous years there has not been an attempt to account for the offset, when people make donations at the Puzzle Festival, with the expenses for this event. It was also mentioned that if T-shirts were purchased that this would actually be income for the Friends. The information about the Puzzle Festival is already online and it can be arranged so that the T-shirts can be ordered online prior to the event.
4. Barbara updated everyone on the book sale. She has been signing up volunteers and the flyers will now have colored paper and will be more

visually appealing. Barbara also noted that Justin Martin at Central Library has been very helpful with supply issues and that she would like to recognize him. It was agreed that a thank you letter would be sent to Justin and put on Friends' letterhead with copies given to his supervisors.

#### IV. Old Business

1. Kit said that the \$700,000 library bequest has gone to Arlington County, and that it will be put into a trust account for the library.
2. Kit asked whether there were any additional changes to the revised bylaws and David suggested that the name of the Communication Committee be changed to Communications Committee. Kit also noted that a three-year officer term limit had been added to the bylaws. Gary moved that the board adopt the revised bylaws with the addition of an s to the Communication Committee and Robbie seconded it. The motion was passed unanimously.

#### V. Library Staff Report

1. Julia outlined a new proposal called "Food for Fines" for consideration by the Friends. She said that libraries are part of the community and the suggestion would be to have a food drive in the library where the library would be collecting food from library patrons for the Arlington Food Assistance Center (AFAC) throughout the week of November 2<sup>nd</sup> to November 9<sup>th</sup>. In addition, the Friends of the Library would donate 10% matching funds to AFAC on fines collected during this one week time period. It was decided that further discussion about this proposal and a vote would be held online. Julia sent an email explaining the proposal in greater detail. Rachel, in an e-mail response to a question, said that during an average week in 2013, the library collected \$5,800 in fines. Gary moved that the Friends back the Food for Fines effort and donate 10% matching funds on fines collected to AFAC. Robbie seconded the motion and the motion passed unanimously through online voting.
2. The invitations have been circulated for the 813 ball.
3. The final numbers for the summer reading program are now available and Eva reported that the donation has been made to the library in Queens.
4. Rachel Wood led a discussion on a new proposal related to the Kobo eReader. She explained that the library wanted to add additional eBook platforms beyond OverDrive, which works with Kindle, because this would give the library access to some additional publishers. Since the eBooks from these new vendors would not work with the Kindle, the recommendation would be to offer a low-priced basic eReader, the Kobo Mini, for sale in the library. The library would make a commitment that the eBook collection would work with that reader. Kobo is affiliated with independent bookstores. At the current time, the Toronto Public Library is the only library that is affiliated with and selling the Kobo device. Under this proposal, the Friends would become a Kobo affiliate and would sell eBooks and eReaders through the Kobo site and get a percentage of the sales. Since there were numerous questions, Rachel agreed that she would circulate some additional

information about the Kobo so that the discussion could continue online among the various board members.

5. Julia Karell announced that she would no longer serve as the library's representative to the Friends, and that Rachel Wood would be the new representative.

VI. The meeting was adjourned at 8:04 PM. There will not be an October meeting, and the next scheduled meeting will be on Monday, November 18, 2013 at 7:00 PM at Central Library in the second floor meeting room.