

Minutes for the Friends of the Arlington Public Library Board Meeting
April 15, 2013
Central Library, Second Floor Conference Room

I. Call to Order: 7:05 PM

**In accordance with the Board's request, Kit ordered the aprons to help with the identification of FOAL volunteers at various events. Kit wore the attractive new green apron with the words FOAL Volunteer printed on it to show the Board Members. Everyone agreed that they were perfect.*

1. Board Members and Guests in Attendance: Kit Ballenger, Kathy Snyder, Nadine Berg, Julia Karell, Gary Gortenburg, Lynwood Sinnamon, Tatiana Dallalana-Young, Eva Griffeth, Rachel Wood, Nada Sulaiman, Nathan Norton.
2. There were no amendments to the Agenda.
3. Gary Gortenburg offered a motion to approve the minutes from the March 18, 2013 meeting. Nathan seconded the motion and it was passed unanimously.

II. Treasurer's Report

1. Nathan announced that this would be his final term as Treasurer and Board Member. He said that in the Treasurer position, there was currently a transition from writing checks for every submitted item, to the writing of one check to cover multiple expenditures. His recommendation would be that this process be taken a step further, and that the Board utilize its library support budget to make four quarterly distributions to the library. The library would then report back to the Board on the specifics of how the funding was actually used. If there was a problem with a particular item, it could then be discussed. Nathan said that, of course, the Board would still authorize fees for various unanticipated items as they occurred, an example being the 813 ball. Nathan indicated that there would need to be a Memorandum of Understanding with the library to finalize the details.
2. Rachel Wood indicated that this could work and that the library could report on a quarterly basis what was spent and what the plans were for the remainder of the funding.
3. Nathan also stated that if there was money left over it could be carried over.
4. Gary asked for a clarification that there would still be a budget proposal, which the Friends would agree to, and Nathan confirmed that this would be the case. This new approach would just be a way of spending the funding more efficiently.
5. Kit confirmed that the Friends would still see the budget ahead of time, approve special programs as they were suggested, and that there would be the same types of discussions. The only change would be that the checks would be written differently.

III. New Business

1. There was a general discussion about whether or not the Friends should hire a bookkeeper. This person would help with some of the book processing and could make the arrangements to sell certain books on eBay. In addition, this person would be able to do some of the web updating. Nathan noted that he spends about five hours a week on bookkeeping as part of his Treasurer's responsibilities. There was some discussion about whether this person might be needed for five to ten hours a week. It was decided that a more in depth discussion would be tabled until after the book sale.
2. Kit noted that there was a group called Flex Professionals that was operating in Northern Virginia that tried to match people's skills with available work opportunities. This allowed candidates to work part-time and often at home. There is no payment until the match for the requested job has been hired. At that time, Flex Professionals would get 15% as a finder's fee and would provide a guarantee of employment for four months. The advantage to the Board is that Flex Professionals would both hire the person and do their W-2 forms. It was agreed that someone from Flex Professionals would be asked to give a presentation to the Board.
3. Julia Karell said that she would send the existing statement of work that had been done in the past. This would need to be revised. It was noted that there would still be a need for a Treasurer, but that the bookkeeper could do the journal entries.
4. Lyn provided an update on his efforts to obtain volunteers for the upcoming book sale. He said that he has already sent out an e-mail and that he will contact by phone those who do not have e-mails. He reviewed the book sale hours and said that new volunteers could work on Friday, Saturday, and Sunday, but that only experienced volunteers could work the Wednesday and Thursday time slots. Julia Karell mentioned that there were a lot of library staff volunteers for the Thursday and Friday shifts. Kit noted that the Stern family would provide the food but that this could be supplemented with cookies etc. Lyn said that once again Starbucks was going to provide complimentary coffee.
5. Kit introduced Tatiana Dallalana-Young as the new branch representative for the Columbia Pike library.
6. Kit noted that the annual Friends' meeting would take place on Tuesday, June 18th. The business portion of the meeting will start at 6:30 PM. The speaker at 7:00 PM will be Will Schwalbe, the author of *The End of Your Life Book Club*. He is speaking at a discounted fee. The slate of candidates for the Friends' Board will be presented at this time. Kit suggested that the Board Members e-mail her if they are interested in assuming an Executive Board position. She noted that we would need to have our final slate decided on by our May meeting. Kit confirmed her willingness to continue as President.

IV. Old Business

1. Gary circulated some Woodpresspages to illustrate the Friends new web presence. He noted that the challenge now is to get the content ready for publication. Tatiana kindly volunteered to help with the posting, not content,

of the material. She is already very familiar with Wordpress. Kit said that she would e-mail Alex Zealand on the library staff, and copy Tatiana, so that they could work together on getting Tatiana trained. Julia Karell also noted that the Friends' position on the main Arlington County Library website has also been updated.

2. Nada volunteered to serve as the Board representative to the 813 Ball Committee.
3. Kit provided an update on the status of the Arlington School Librarians Scholarship Award. She noted that we were unable to make the changes to the scholarship that we had approved. She said that the Arlington Community Foundation had agreed to fund the scholarship in its entirety for this year. Kit noted that this is something that we might not want to fund in the future because it is related to school libraries, and we are unable to delineate how we as a Board wish to use the funds. In our next business year, if this is something the Board wants to continue, we can discuss it again at that time.

V. Library Staff Report

1. Julia distributed both the overall library budget request for FY 2014 and the specific details for the Youth Services FY 2014 request. She noted that on the Summer Reading request, an additional \$4,000 was added to cover the cost of the service component. Since 2011, the Friends have made a charitable contribution for each child who meets their summer reading goals.
2. Included in the overall request is \$10,000 for the 813 Book Ball.
3. She noted that there is a \$40,000 request for Central Adult Programming, formerly Arlington Reads.
4. A category for Branch Adult Programming, replacing the Director's special projects fund, has been added. Julia indicated that each of the branches is doing significantly more adult programming than in the past. For example, at Cherrydale Library there was a Taste of Cherrydale and Reading and Running Fitness Training Program, and at Shirlington there is a Book Dating Program.
5. The \$10,000 request for the Virginia Room is for their preservation and online digitization projects.
6. Nathan asked for additional details about the \$400 for the high school study night. It was his understanding that the PTA made significant contributions, such as the food etc., to this event. Julia agreed to check what the library contributions were for and to then get back to the Board.
7. Julia noted that the 1000 Books Before Kindergarten program has now been launched to the target audience. The additional \$10,000 would allow for the expansion of this program to more children.
8. There is a \$21,000 request for the scholarship that the Friends fund to help library staff members attend a higher education library program. At the current time, the Friends are supporting a staff member, who attends a private institution, and would continue that support. However, with the requested funding, two additional staff members would be able to enroll

online in a state university, at which they would receive cheaper Virginia tuition rates.

9. Eva questioned the \$100 for Teen volunteers. Julia explained that they have excellent teen volunteers and some of the teens participated as part of their Senior Experience. The funding was used to buy them birthday cards, to give them a mug when they graduated etc. Basically the funding would be used for small signs of recognition for their service.
10. Nathan asked whether the summer movies would be continued this summer and Julia said that she would check. It was noted that this created community goodwill.
11. The Puzzle Fest was not included on the proposed budget request because it is a Friends and not library sponsored program.
12. Rachel Wood asked the Board for clarification on book distribution policies for community events, such as the Festival Latinoamericano. She wanted to know if library staff could distribute donated books or whether all of the books should instead be purchased. Kit clarified that books for distribution could be taken from donated books. Rachel indicated that library staff would use a combination of donated books when accessible, and purchased books when unavailable.
13. Gary noted that Diane Kreshthanked the Friends at the April 9th author's night, and that the sign indicating the sponsorship of the Friends was displayed. He said that in the future maybe a Board Member should also speak and ask that attendees join the Friends.
14. It was noted that the Valerie Tripp event at Cherrydale Library was a successful and well-attended event. Valerie Tripp, one of the American Girl authors, was inspiring, gracious to all, and did not charge for the event.

VI. The meeting was adjourned at 8:17 PM and the next board meeting will be on May 20, 2013 at 7:00 PM.