

Friends of the Arlington Public Library Board Meeting Minutes For Meeting Held 7/21/2014

I. Call to Order 7:10 PM. Present at meeting: Kimberly Reinhard, President, Barbara Goldstein, Vice President, Eva Griffeth, Treasurer, Nada Sulaiman, Secretary, Susan Glaize, Plaza Representative, Robbie Cahrssen, Westover Representative, David Coia, Glencarlyn Representative, Linda Goldberg, Aurora Hills Representative, David Evans, Central Representative, Susan Parker, DPT, Rachel Wood. Friends Members Lyn Sinnamon, Kate Summers and _____ also attended.

A. Introduction of Board Members/Welcome Guests: Kimberly introduced all Board Members and welcomed guests. She asked that Board Members review and update all emails and contact information as necessary. Kimberly noted that the only empty slot on the Board is for a Representative for the Shirlington branch. She asked that any interested persons speak to her.

B. Approval of Minutes for May 19, 2014 meeting (distributed electronically 5/22/14): Susan Glaize made a motion to approve and adopt the Minutes for May 19, 2014. Motion was seconded and passed unanimously.

C. There were no amendments to the July 21 Agenda.

II. Library Staff Report: Summer Reading Update. Rachel reported that over 6,000 children have signed up for the Summer Reading Program. In addition, she reported that Arlington County Parks and Recreation has included library programs, including the Lit Up Ball, in their brochure for the first time.

III. Treasurer's Report: Eva distributed copies of the Proposed FY2015 Budget for the Board's review and approval. She noted that the FY2015 Proposed Budget is a balanced budget.

A. Eva began by reviewing the 2014 Budget. She noted that although the budget initially showed a deficit, that deficit was eliminated and a gain was recorded due to three items: (1) a check from the library for Branch Book sales totaling \$76,000+; (2) an increase in unrestricted donations to over \$10,000; and (3) revenue generated by the 813Ball, which was more than anticipated. To balance the Proposed Budget for FY2015, Eva included income from the FOAL investment account with the Arlington Community Fund ("ACF"). She proposed that the Friends include income in the amount of \$62,322, which represents 4% of the Average Year End Value of the Friend's account for 2011, 2012, and 2013. Eva reported that using this income will not draw down the principle of the Friends account. This approach is recommended by Sam Spaulding, the Friends advisor at the ACF, and is considered conservative.

B. Eva noted that she anticipates some additional expenses this year. First, the Friends is out of tote bags and flash drives. Both products are sold at the libraries and used often by patrons. Library patrons must use a flash drive to save any work done on library computers. An order for both of these products must be submitted. Second, the Friends banking expenses and credit card service fees have increased significantly. Auditor expenses have increased to \$12,500 for tax preparation and audit. Insurance expenses have also increased. Eva also noted that she added additional funds for charitable contributions. And, PuzzleFest will continue this year. _____, a Friends member asked whether FOAL had obtained a report from the ACF detailing its accounts with the ACF. Eva responded that such a report is sent quarterly. _____ asked and was told that approved, audited financials of the Friends are available through the IRS website, Form 990 and are public record.

C. David Evans made a motion to adopt the proposed FY2015 budget, Ronnie seconded, no one opposed, motion passed unanimously.

D. Kimberly made a motion to purchase 5000 tote bags at a cost of \$1.19 per bag. Bags are sold for \$2.00. Eva seconded the motion, no one opposed, motion passed unanimously. Kimberly also made a motion to purchase 500 flash drives. Eva seconded the motion, no one opposed, motion passed unanimously.

IV. New Business

A. The Master Gardeners of Northern Virginia have invited author Rick Drake to speak at the Arlington Central Library on November 12, 2014 about his new book "The Living Landscape". The Master Gardeners, a 501(c)(3), have asked the Friends to support the program by advertising the event on the Friends website and by helping pay a portion of the speaker fee. Nada made a motion that the Friends provide the Master Gardeners \$300 towards the speaker fee. Eva seconded the motion, no one opposed, motion passed unanimously.

B. Distribute Schedule of Meeting and Board Member List: Kimberly noted that she has electronically distributed a schedule of upcoming meetings and a board member list.

C. Laptop: Kimberly noted that, in March, the Friends approved the purchase of a laptop computer to use for, among other things, storing all membership data. In addition, the Friends are going to apply for a laptop through a program run by the ACF. The program provides used, refurbished laptops to 501(c)(3) organizations in Arlington.

D. Membership: Kimberly reported that the Friends need a person who can handle all membership work. That person would enter all new membership information, contact people whose memberships have expired and manage all membership inquiries. Kimberly asked the Board to consider hiring an individual

through the temp agency FlexProfessionals, to take care of all of this work. Robbie volunteered to back-up and supervise the person hired. After discussion, Kimberly said that she would circulate a motion to hire someone for the membership job. The motion will include cost of hiring the individual, hours the individual will work, description of job, and other pertinent information.

E. Website: Kimberly reported that the Friends also needs an individual to work on its website. Currently, Tatiana is doing the website work, but anyone interested should contact Kimberly.

F. Lit Up Ball: Kimberly reported that Lit Up Ball tickets are now available for purchase. Individuals may purchase a ball ticket alone or a ball ticket and membership.

G. Book Sale: Barbara reported that she is going to send a notice to volunteers for the fall book sale in August. Also, she reported that she is considering opening the book sale on members' night at 5:00 instead of 5:30 to allow Members more time to shop. Lyn Sinnonson asked the Board if it would consider a special invitation or other type of incentive for senior citizens to attend the book sale. Several suggestions were discussed, including providing access to the elevator for seniors and giving seniors a Friends tote bag. Friday morning of the book sale was proposed as "Seniors Morning."

H. New Branch Representatives: Kimberly introduced David Evans and Kate Summers. Barbara made a motion that David Evans become the Friends of the Public Library Representative for Central Library and Kate Summers become the Friends of the Public Library Representative for Cherrydale Library. Eva seconded, no one opposed, motion passed unanimously.

IV. The next Friends meeting will be on August 18, 2014. Meeting adjourned at 8:23 PM.