

Minutes of the Friends of the Arlington Public Library Board Meeting
May 19, 2014
Central Library – 2nd Floor Conference Room

I. Call to Order: 7:03 PM

1. Board Members and Guests in Attendance: Eva Griffeth, Barbara Goldstein, Kimberly Reinhard, Nadine Berg, Gary Gortenburg, David Coia, Susan Glaize, Nada Sulaiman, Rachel Wood, Linda Goldberg, Mark Sterne, Joni Sterne, Wanda Pierce, the Executive Director for Arlington Community Foundation, Samuel Spalding, Associate Director for Programs and Donor Services for Arlington Community Foundation, David Griffeth, and Betty Hill.
2. In the absence of Kit Ballenger, Barbara Goldstein chaired the meeting.
3. There were no amendments to the agenda.
4. Gary offered a motion to approve the minutes from the April 21, 2014 meeting and Kimberly seconded it. It was passed unanimously.

II. Presentation by the Arlington Community Foundation

1. Wanda Pierce both provided some history about the Arlington Community Foundation and discussed its goals. She noted that the Honorable William T. Newman founded it in 1991. The Foundation does fundraising and gives grants to Arlington County non-profits. In addition, it provides scholarships to Arlington students using a community review system. Many non-profits, including the Friends, have their endowment funds with the Foundation. The money that is raised and the fees that are charged are given back to the community. Agency funds that are held for non-profits are invested, and only given back to that non-profit agency.
2. Sam spoke more specifically about how the Arlington Community Foundation works with the Friends. He noted that the Friends' fund has done well financially. He said that the Friends could take a percentage of their investment or profits as income and that there would not be a fine. These disbursements could be taken at anytime, with an amount of under \$10,000 provided overnight and an amount over \$10,000 approved by the trustees every month but August. Sam noted that many non-profit groups use their funds for investment purposes, as opposed to using them for operating expenses, with the exception of during an emergency. However, this does not mean that the funds cannot be used for operating expenses.

III. Treasurer's Report

Note: The consideration of the FY15 budget was held in closed session and non-board members did not participate in this part of the discussion.

1. Eva discussed and shared information about the FY2014 book sale. She then reviewed the current Friends' operating budget as of 5/19/2014. Kimberly agreed to check if a yearly audit was a requirement for maintaining 501c3 status and to report back to the board. It was also agreed that Rachel and Eva would meet with Susan Eason to make sure that the donation component of the summer reading program was not counted twice as a charitable

- contribution. When the library submits its summer reading program budget it includes this charitable donation in the overall total. It was agreed that the board would like to continue to support the PuzzleFest despite the budgetary costs. There was a discussion about how to better transfer from the library back to the Friends the income generated by the Branch and Central Book Sales. Rachel indicated that there should be a quarterly check. Rachel also confirmed that the library budget needed to be closed out by July 15th so that Eva should have all the receipts by that date. It was agreed that Rachel and Eva would work with Susan on the best way to process receipts in a quarterly package.
2. During the discussion of the proposed FY2015 operating budget there was a discussion about ways to increase unrestricted donations. Various ideas were discussed such as asking for donations at the book sale and how to better inform the public about the many uses of their donations. David offered to find ways to use the media to generate additional publicity.
 3. Rachel led a discussion about the Arlington County Library FY 2015 proposed budget request from the Friends. Eva offered a resolution to approve the Arlington Library budget request of \$261,000 for FY2015 and Gary seconded it. The resolution was passed unanimously. Eva will include these figures in her FY2015 Friends' Operating Budget to be approved at a future meeting.

IV. New Business

1. Barbara led a discussion about the spring book sale. She noted that David has agreed to be a part of the team, which currently includes Barbara and Neil, to help manage future book sales. Barbara indicated that although there is a need to provide food for the volunteers, that the costs have become too high. In the future, simpler food should be purchased and limits should be placed on this expenditure.
2. The annual meeting will take place on June 5, 2014 at the Central Auditorium. Barbara and Kit will go to Costco to purchase food for this meeting.
3. The executive committee proposed slate of candidates for 2015 will be:
 - Kimberly Reinhard – President
 - Barbara Goldstein – Vice President
 - Eva Griffeth – Treasurer
 - Nada Sulaiman – Secretary

V. Other Issues:

1. Barbara revisited the fact that we currently have one person responsible for the website, membership, and signage. She said that this is too overwhelming and that we need to think about splitting up these tasks. She noted that Scott Hovis, a volunteer, has offered to manage the website and is willing to talk to the Board. If Tatiana continues her chair of membership, then perhaps a volunteer familiar with graphics could take over the management for signs.

2. Barbara proposed the purchase of some flowers for a long time book sale volunteer who slipped in the garage after volunteering. This will be less than \$100 and there was support for this suggestion.
3. Barbara also asked for and was given approval to give Justin a small appreciation gift of something like movie passes for his ongoing assistance with book sale related issues.
4. Linda noted that the Friends might want to connect with those involved in Arlington County's Aging in Place initiative as a potential source for volunteers.

VI. The meeting was adjourned at 8:29 PM. The next scheduled meeting will be the annual meeting on June 5, 2014 at 6:30 PM in the Central Library auditorium.