

Minutes of the Friends of the Arlington Public Library Board Meeting  
April 21, 2014  
Central Library – 2<sup>nd</sup> Floor Conference Room

I. Call to Order: 7:00 PM

1. Board Members and Guests in Attendance: Eva Griffeth, Barbara Goldstein, Kimberly Reinhard, Kit Ballenger, Nadine Berg, Gary Gortenburg, David Coia, Tatiana Dallalana-Young, Susan Glaize, and Friends of the Library Members, Betty Hill, Sara Hill and baby Charlotte Hill.
2. There were no amendments to the agenda.
3. Gary offered a motion to approve the minutes from the March 31, 2014 meeting, and Kimberly seconded it. It was passed unanimously.

II. Treasurer's Report

1. Eva reported that the audit had been completed and that the taxes were filed two weeks before the filing deadline.
2. Eva said that Jeff Leese from MJW and Associates had mentioned that the Friends might want to consider having a Review instead of an Audit in the future. At the current time our bylaws state that we will have an audit of our financial records each year. The cost for the audit for fiscal year 2014 is \$14,000 and a review would be about two-thirds of that cost. Our income tax return preparation, also done by MJW and Associates, costs \$2,000. Jeff has projected that our charges for FY 2015 will cost between sixteen and seventeen thousand.
3. A review would cover less in scope than an audit. Jeff provided language from a review engagement letter that outlines the objective of a review. It states that its purpose is "to obtain limited assurance that there are no material modifications that should be made to the financial statements in order for the statements to be in conformity with accounting principles generally accepted in the United States of America." However, if information were obtained that shows fraud may have occurred, this would be reported to the appropriate person.
4. Jeff also provided an audit engagement letter that outlined the objective of an audit. It stated that its purpose "is the expression of an opinion about whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles." In addition, the appropriate person is told if there are material errors, fraudulent financial reporting, misappropriation of assets, violations of laws or governmental regulations.
5. There are ongoing issues that have been raised in the course of an audit such as the location and best practices to follow when accounting for the cash raised during a book sale.
6. It was agreed that verification would need to be made that a yearly audit was not a requirement for a 501c3 organization such as the Friends.
7. Kit concluded this discussion by noting that this topic of an audit or a review would be considered at the May meeting.

8. Representatives from the Arlington Community Foundation will attend the May meeting to provide an update on how the assets of the Friends are invested. Eva noted that some organizations take a small percentage of the profits generated by their investments and that this could be used to offset the budget deficit.
9. Kit sought approval for a letter to United Bank to change the signatories on CDs, which are currently held by the Friends, to Eva and Kit. Dave offered a motion to update the signatories on the CDs to reflect the current treasurer and president and to update the signatories in the future to represent the new board. Kimberly seconded the motion and it was passed with no objections.
10. Eva has signed up for a free electronic check recovery program called checXchange. This will help with the recovery of checks that are returned for non-sufficient funds.
11. Eva also noted that United Bank does not charge a fee for cash deposits, and only charges \$10.00 for a returned check. However, she said that there is now a fee for our checking account that she will investigate and try to get changed.
12. Eva made a motion to purchase a coin counter provided that we do not have access to one through the library. Tatiana seconded it and it passed unanimously.

### III. New Business

1. Barbara said that she is still waiting to hear back from the Arlington County police about providing security at the book sale and does not have a cost figure yet.
2. Neil has contacted the book movers and the cost is \$420. Additional help will still be needed to move the books leftover after the sale.
3. Barbara said that she would have a completed binder that will provide all of the details about the book sale. It will include the planning that takes place before the sale, sale details, and what occurs after the sale.
4. Mark will be providing all of the food for the volunteers. Barbara indicated that we should also provide food for the Sunday volunteers and perhaps someone could go to Subway and bring the food back to the site.
5. The annual meeting will take place on June 5, 2014 at the Central Library auditorium. This meeting is open to the public and the business portion of the meeting will precede the speaker. Brigid Schulte, the author of Overwhelmed: Work, Love, and Play When No One Has the Time, is the scheduled author.
6. Tatiana reported that she had mailed 280 membership renewals. This is the last month that renewal reminders will be mailed through the postal service. In the future, all renewal reminders will be done through e-mail. Members will be encouraged to provide e-mail addresses. Membership renewal forms will be accepted at the book sale, but only those who provide their e-mail address will receive future reminder notices. Kit will write up a brief description about this change in policy. This will streamline how

membership is handled, and after the transition is completed, this will give the Friends new ways of reaching out to the community. Facebook could be another step in the digital transition.

7. Tatiana is creating signs in various sizes for the book sale sites at each of the branch libraries. The branch representatives have sent pictures of their book sale sites to Tatiana. She will provide a list of the available sizes so that each branch representative can meet with their library branch manager to determine the appropriate size for their branch.

#### IV. Old Business

1. Dave, Barbara and Kit all agreed to serve on the Nominating Committee to choose the new Executive Board. If someone is interested in serving, or would like to nominate a candidate, they should contact one of these nominating committee members prior to the May 19<sup>th</sup> meeting.
2. Robbie and Kit have each agreed to do a shift at the Membership Table at the book sale. Tatiana will have prepared an excel file that will include the membership type.
3. The importance of giving a monetary gift designed to benefit the library directly to the Friends, as opposed to the library, was discussed. A gift given to Arlington Public Library will become part of the overall Arlington County budget. Kit will write a brief statement about the donation policy and Kimberly will write some revised bequest language. They will coordinate together and give their postings to Tatiana for placement on the Friends' website.
4. Tatiana is now running the membership database software on her personal computer, and has not purchased a new computer. After the book sale, she will revisit the purchase of the Access software and a new computer.

#### V. Other Items

1. At the next board meeting on May 19, 2014, the budget for FY 2015 will be reviewed, because it will need to be approved at the annual meeting in June. Eva mentioned that it might be possible to have fewer library categories in the Friends' budget.
2. On April 14, 2014, Linda made an electronic motion to provide \$319.99 for a Demco 3 level metal cart for the Aurora Hills Library. Barbara seconded the motion. Nine members voted in favor of the purchase, more than a quorum, and no one was opposed. The motion passed on April 16, 2014.

VI. The meeting was adjourned at 8:01 PM. The next scheduled meeting will be on Monday, May 19, 2014 at 7:00 PM at Central Library in the second floor meeting room.