

Minutes of the Friends of the Arlington Public Library Board Meeting  
March 31, 2014  
Central Library – 2<sup>nd</sup> Floor Conference Room

I. Call to Order: 7:03 PM

1. Board Members and Guests in Attendance: Linda Goldberg, Susan Parker, Tatiana Dallalana-Young, Barbara Goldstein, Lynwood Sinnamon, Gary Gortenburg, David Coia, Susan Glaize, Kimberly Reinhard, Kit Ballenger, Nadine Berg, Robbie Cohrssen, Rachel Wood, Pam Hall, Doug Gardner, Nada Sulaiman, and Mark Sterne
2. There were no amendments to the agenda.
3. Gary offered a motion to approve the minutes from the November 18, 2013 meeting and Susan seconded it. It was passed unanimously. Gary offered a motion to approve the minutes from the January 13, 2014 meeting and Susan seconded it. It was passed unanimously.

II. New Business

1. Barbara provided an update on the spring book sale scheduled for May 1st to May 4th 2014. She recommended that an off duty Arlington police officer be hired as a security guard on Thursday evening in order to ensure that there was access to all areas. Barbara said that she would find out the cost, and if it exceeded \$100 she would propose a motion for approval at the April 21, 2014 meeting.
2. Barbara noted that Tatiana is re-designing all of the signs and that she is working with Justin.
3. Barbara explained that the current credit card machine does not have a void or cancel function. It was agreed that Rachel Wood would discuss this with Connie Wu, the IT Manager at Arlington Library.
4. The fall book sale will be held from October 8<sup>th</sup> (set up) to the 12<sup>th</sup>. It was confirmed that the library ball has been scheduled for October 18, 2014. There was a discussion about the need to better coordinate the scheduling of these two events in the future.
5. There was a discussion about when to send the postcards with the dates for the spring book sale. Kit said that we would need to ensure that the quality of the printing was satisfactory if we used the same vendor. It was agreed that it should be mailed out on April 10<sup>th</sup>. David agreed to work with the vendor about deadlines and quality control and Kit said that she would give him a contact person and the template. Mariel Tewksbury will be able to provide an updated membership list and send it electronically.
6. Barbara explained that we would now need to get professional bookstore movers. Gary offered a motion in support of the hiring of professional movers and Kimberly seconded it. The motion passed unanimously. Barbara agreed to have a cost estimate to present to the board at the April meeting.
7. It was agreed that it would not be a problem for Barbara to use cash to tip delivery people during the spring book sale. Justin will continue to purchase needed supplies for the book sale.

8. Barbara requested, and it was agreed, that she could purchase gardening type mats so that volunteers would be able to kneel on a soft surface when placing books on the shelves.
9. It was noted that there would need to be a membership table, with preferably two board members, on Thursday, May 1<sup>st</sup>. It was agreed that Mariel and Nathan, two former board members, would be asked if they would like to volunteer. The rest of the board will check their schedules prior to the April meeting.
10. It was agreed that the dates for the fall book sale would be included on the spring book sale paid receipts.
11. All of the new signs will be black and white and it was agreed that they should be placed on heavier stock, perhaps even foam board. The suggestion was also made for the purchase of an art portfolio to be used for the storage and protection of these signs.
12. Tatiana has met with Mariel and is working through the membership committee transition. She noted that the transition to the Salesforce CRM is difficult and will need to be deferred until the end of the year. Tatiana said that the current membership database uses Microsoft Access software, and that she does not have a copy. In addition, she has a Mac computer so there is a compatibility problem with Microsoft Access that will need to be resolved. Gary made a motion to approve the purchase of Microsoft Access software and Susan seconded it. Kit agreed to purchase it using the Friends' credit card and to give it to Tatiana. There was a discussion about the need to purchase a new computer, that could run Microsoft Access, to be assigned to the chair of the membership committee. Barbara then made a motion to approve the purchase of a PC for the chair of the membership committee, and Nada seconded it. It passed unanimously. Rachel agreed to double check pricing for this new PC with Connie Wu.
13. At the current time, volunteers who work 100 hours are given free membership for a year to the Friends of the Arlington Public Library. After discussion about whether to continue this policy for all volunteers who work for 100 hours or just for new volunteers who reach this number, Nada offered a motion to continue to give complimentary Friends' membership for a year to all volunteers who work for 100 hours. Kimberly seconded it. It passed unanimously. It was agreed that congratulations would be posted on the web page recognizing those who have already completed 100 hours and to give this more publicity.
14. Doug Gardner led a discussion about Puzzle Fest 2014. Although he had some concerns about low attendance last year, he would like to continue it for 2014. He suggested Saturday, November 8<sup>th</sup> as a possible date and said that he had some speakers and offers to make puzzles. He would like to hold two competitions at the same time, so that there would be additional time for more group puzzles and speakers. He noted that we had 37 T-shirts left from last year and that this would cover the 2014 volunteers and lower the overall cost. He said that last year they sold 10 T-shirts and gave some as prizes. He explained that the group that attends the Puzzle Fest is mixed and includes a

- broad range of adults but only a small number of children. He would like to focus more time on increasing attendance and will provide more information and a cost estimate in May so that the Puzzle Fest can be included as a line item in the July budget.
15. Kit noted that according to the bylaws a nominating committee with a chair and two volunteers will need to be formed to handle nominations for the 2015 Executive Board of the Friends. All four executive positions will be open and elections will be held at the annual meeting in June. People interested in serving on the nominating committee can let the board know at the April meeting.
  16. Linda Goldberg, the representative for the Aurora Hills library, indicated that the library would like a shelf for book sale books. Linda will find out the cost, and if it is less than \$100, she can work with Eva for its purchase. If the cost is more than \$100, Linda will ask the Board for its approval.

### III. Library Staff Report

1. Rachel Wood printed and distributed copies of the formal donation policies printed on the Friends' website and the library website. Rachel noted that since all donations that are given to the library are coded as donations, the library is accounting for donations that are received from the donation processing team. These donation figures can be made available to the Friends.
2. Susan Parker was concerned about a lack of information on how to handle large bequests. It was agreed that the section on *More Questions about Donating*, currently included on the Friends' website, should be amended so that there was clarity on the correct individual to contact about a bequest. Kit agreed to include this topic on the April agenda.
3. Arlington Reads will be hosting Ann Beattie on Thursday, April 10<sup>th</sup> and Richard Ford on Thursday, April 24<sup>th</sup>. There will be a table where members of the board can volunteer and also distribute book sale flyers. This information will also be posted on the Friends' website.
4. Rachel will check about a speaker for the June annual meeting of the Friends.

### IV. Treasurer's Report

1. In the absence of Eva, Kit noted that Eva has been working closely with the auditor, Jeff Leese, on the filing of the 2013 tax returns. The auditor needed information on the average number of hours that branch representatives worked on branch representation tasks. Tatiana works four hours per week as the branch representative for Columbia Pike. Robbie spends four hours per week as the branch representative for Westover. Barbara Goldstein, the vice president, works forty hours per week on behalf of Shirlington Library and this is shared with Kimberly Reinhard, who is the Shirlington branch representative. David Coia works fifteen minutes per week as branch representative for Glencarlyn. Susan Glaize has not currently worked any hours as branch representative for Plaza. Gary Gortenbug works one hour

- per week for Central and Linda Goldberg works one hour per week for Aurora Hills.
2. Eva distributed the Operating Budget update through March 16, 2014 electronically on March 16, 2014.

V. Other Business and Items Discussed

1. Pam Hall noted that Stone Ridge would be having their final book sale this spring. She said that as a result of this closure there is an expectation that the Friends will be receiving additional donations. This will potentially impact our fall book sale. Pam noted the importance of having sufficient volunteers in order to ensure the continuation of the Friends' book sale.
2. It was noted that in addition to having representation from the Donation Processing Team on the board, that perhaps there was a need to have a representative from the Lit Up Team attend Friends' board meetings since this team is involved in programming. This would assist with the coordination of events such as the ball and the book sale. It would be helpful to have this representative periodically available to share information.
3. Nada, a volunteer at Cherrydale, requested information on how to process excess board books and whether or not they could be donated. Rachel clarified that all library discarded materials needed to be sent to Central and to go through Materials Management. Kit also noted that any decisions on the donation of books must be handled in accordance with the Friends' mission statement.
4. Because of the lack of agenda items for the February 10<sup>th</sup> scheduled board meeting, on February 9, 2014, Kit asked for an electronic motion and vote on whether to cancel the meeting. Robbie made a motion to cancel the meeting, and Kimberly seconded it. Nine members voted to cancel the meeting, more than a quorum, and no one was opposed. The meeting was cancelled.
5. The regularly scheduled board meeting for March 17<sup>th</sup> was cancelled because of the closure of the library due to snow. It was rescheduled for March 31, 2014.

VI. The meeting was adjourned at 8:47 PM. The next scheduled meeting will be on Monday, April 21, 2014 at 7:00 PM at Central Library.