

**Friends of the Arlington Public Library Board Meeting Minutes for  
September 22, 2014 at 7:00 PM  
Central Library – Maple Tree Room**

**I. Call to Order:** 7:08 PM; Present at meeting: Kimberly Reinhard- President, Barbara Goldstein-Vice President, Eva Griffeth-Treasurer, Nada Sulaiman, Secretary, Susan Glaize-Plaza Representative, David Coia-Glencarlyn Representative, Linda Goldberg-Aurora Hills Representative, David Evans-Central Representative, Rachel Wood-Library Representative, Kate Summers-Cherrydale Representative, Eugene Burns-Shirlington Representative, and Susan Parker also attended.

A. Approval of Minutes from August 18<sup>th</sup> meeting (digitally distributed 8/26/14): Barbara made a motion to approve minutes, Susan Glaize seconded, approved unanimously.

**II. Library Staff Report**

A. Summer Reading Program: Rachel Wood reported that 2676 children participated in the pre-K and elementary summer reading program, with 1967 completing level 1, 418 completing level 2, and 291 completing level 3. At the middle school level, 702 children met the level 1 reading goal, 91 level 2, and 90 level 3. Thus, over 3000 children in Arlington met a reading goal this summer. Rachel also stated that FOAL has agreed to donate \$1 for each summer reading challenged completed to help rebuild libraries in the Philippines that were damaged by the typhoon. The total donation amount is \$3,378. David made a motion to approve the \$3,378 donation to the Philippines libraries. Barbara seconded, motion approved unanimously.

B. Book Sales at Branch Libraries: Rachel also reported that she has been looking into the problem of selling books that are being withdrawn from circulation by the library. Thus far, the discarded library books are sold at FOAL bookstores at each library branch. Some libraries, however, have limited space, and are not able to handle the volume of discarded books at their branch. Rachel reported that she has contacted an organization called Better World Books. Better World Books will pick-up discarded books and sell them, giving 5% of the sales price to FOAL. Better World accepts a 6-box minimum and Rachel has spoken to a library in Baltimore County that has used the organization.

Several FOAL members had questions about whether we need to use Better World Books. Specifically, FOAL members asked whether libraries with too many discards can send their books to Central for sale, and whether certain books can be held back for continued sale at the branch libraries. It was decided that FOAL needs to gather additional information about the potential use of Better World Books. Rachel is going to get a copy of Better World Books contract and circulate it for FOAL review.

**III. Treasurer Report:** Eva reported that, as agreed in July, the FOAL has received monies from its account with the Arlington Community Foundation (“ACF”). The ACF, however, has labeled the payment to FOAL as a grant even though it is coming FOAL’s own account. Eva is going to consult with FOAL’s auditor about this issue.

#### **IV. New Business**

A. Martha Koleda Memorial Fund: Mr. Koleda set up the The Martha Koleda Fund in his wife’s memory. Rachel Wood and Margret will meet with Mr. Koleda to thank him for his donation and to discuss use of the funds, which total \$8765. In addition, Kimberly has written personal thank you notes to all fund donors. Susan Eason is maintaining a list of all donors for this purpose.

B. Lit Up Ball Update: Library staff are concerned that they have not sold many tickets to the Lit Up Ball. As of 9/22, 38 tickets had been sold. Kimberly stated that more advertising would help sell tickets. David Co stated that he would try to contact Arlington Magazine about writing a piece about the Ball. Kate stated that she would post on the MONA moms listserv and try to contact the Sun Gazette. Others agreed that they would hand out flyers.

C. Membership:

1. David Evans has spent a significant amount of time cleaning up the membership data. All former members who need to renew were told by email to do so by October 2 if they want to attend members' night at the fall book sale. David submitted a membership report dated 9/22/14 as follows: Members in Database: 1603; Active Members: 878; Active Members for Book Sale: 654; Members for Whom FOAL has Email: 1171; Household Memberships: 375; Individual: 779; Life Memberships: 250; Student Memberships: 81; Supporting Members: 96. David stated that all membership forms should explicitly state that FOAL will contact members only by email. In addition, the online membership form should say "Pay now by credit card. You don't need to belong to PAYPAL to pay."

2. David is expecting big influx of new and renewing members before and during the book sale. He suggested that current active members bring an email "ticket" to the book sale, which will allow them to enter the book sale on an expedited basis. It agreed that two lines would be set up at the book sale. One line would be for members with an email "ticket" showing current membership and a separate line for renewing or new members. A FOAL volunteer will verify the email "tickets" before people enter the book sale and Eva and David will take care of renewing and new members. It was agreed that since this was a big change from previous sales FOAL would make new signs to direct people to the correct line.

3. It was agreed that FOAL does not have to collect member addresses on the online membership form or the paper membership form. PAYPAL will collect address information for payment.

D. Website: Kimberly reported the FOAL web designer has updated the FOAL website and continues to keep it updated. Information about the LIT UP Ball has been included. Kimberly stated that she is very happy with his work. She is expecting an invoice for services rendered shortly.

E. Book Sale Update:

1. Barbara requested the library 2015 holiday calendar so that she can set the date for the spring book sale.

2. Barbara asked FOAL Board members to make sure to confirm their volunteer hours for the book sale. She has confirmed hours of all other volunteers.

3. Lynn will provide coffee for book sale volunteers. David and Eva will take care of membership. Barbara requested that a volunteer pick up 2 bales of paper bags. Nada said she would do so. The new tote bags are available for sale at the books sale. Barbara requested that FOAL approve the hiring of movers for book sale set up. The Board agreed. Barbara noted that Wednesday volunteers may now purchase 10 books at full price and 10 books at half price. In addition, they must work another shift during the sale.

F. Google Account: Eva reported that in order to send emails to over 1,000 current and former FOAL members, she and David set-up a Google Account as a 501(c)(3). This will allow FOAL to create generic email addresses for Board members and set-up a calendar for the FOAL Board to keep track of important dates. The account can be used to send emails to book sale volunteers as well.

## **V. Old Business**

A. Kimberly thanked David and Eva for their hard work on membership.

B. FOAL Brochure and Bookmarks: Eva reported that she has located some FOAL bookmarks at Central Library. These can be revised and passed out to library patrons. In addition, Eva stated that she has some edits to the current brochure. Specifically, she wanted to make clear that going forward, FOAL members will be contacted by email only regarding renewals. Kimberly agreed, and said she would contact the FOAL web designer with any edits.

C. Kimberly asked the Board whether it wants to move the next meeting to November 17, considering all of the FOAL events during the month of October. The Board agreed to continue to discuss this issue. PuzzleFest is scheduled for November 8.

Meeting adjourned 8:23 PM. Next Board Meeting: Monday, October 20<sup>th</sup>, 2014, 7PM