

Friends of the Arlington Public Library Board Meeting Minutes
April 29, 2015
Central Library - MMD Room

- I. Call to Order 6:04 PM: Present: Kimberly Reinhard-President, Kate Summers-Vice President, Eva Griffeth-Treasurer, Nada Sulaiman-Secretary, Susan Glaize-Plaza Representative, Robbie Cohrssen-Westover Representative, David Coia-Glencarlyn Representative, David Evans-Central Representative, Eugene Burns-Shirlington Representative, Lynwood Sinnamon, FOAL Member, Shari Henry-Library Staff, Julia Karell-Library Staff, Neil Phelps (via Skype).
1. There were no amendments to the April 29th Agenda.
 2. David Coia made a motion to approve the minutes of the March 23, 2015 meeting (distributed electronically on 4/21/15). David Evans seconded the motion, motion passed unanimously.
- II. **Library Staff Report:** Shari and Julia presented the library staff report. Shari stated that the library staff plans to present the requested FY2016 budget next week. Nada asked to review the decision regarding the charitable contribution to be made by FOAL in conjunction with the summer reading program. It was decided that FOAL would donate \$1 for each completed adult or child reading packet. Julia stated that since the library has not used all of the funds from the summer reading program, those funds would be used to cover the charitable contributions. Kate made a motion that funds could be pulled from both the adult or children reading program budget to cover the charitable contributions. Susan seconded the motion, the motion passed unanimously.
- III. **Treasurer's Report:** 1. FOAL received a Champion Grant in the amount of \$500 from Salesforce to purchase children's books and board books for Westover Library. Kimberly will write a note to thank Salesforce. 2. The Spring 2015 book sale revenues were approximately \$84,000. By comparison the Fall 2014 sale made approximately \$87,000, and the Spring 2014 approximately \$86,000. Eva stated that she has asked Neil to follow-up with Wonderbooks regarding payment. (3) Eva stated that she needs the library budget for next year by the following week.
- IV. New Business:
1. **Nominating Committee:** Kimberly asked for volunteers to serve on the nominating committee. Since Kate has accepted the position of Vice President of FOAL, she can no longer serve.
 2. **Book Sale Update:** Neil joined the meeting via Skype to discuss the book sale. Discussion of Membership Night was tabled until the next meeting because Robbie invited a member of the public

(and FOAL member) with human resources and enforcement experience to discuss her suggestions. However, this person could not attend the April 29th meeting. Therefore discussion of Member's Night procedures will be tabled until the next meeting on May 27, 2015. Neil thought FOAL had average amount of books for the sale. The donation processing team did an excellent job preparing for the sale. In addition, the library assembled a team of great staff to come to the sale. Neil stated that the sale had 10% more volunteers than usual. It was decided that Member's Night and the purchase of a new cash register system would be discussed at the May meeting.

3. **Membership:** David Evans reported that FOAL has 1009 active members. Total members in the database went from 1705 to 1832; members with email went from 1263 to 1355. Active members increased from 740 to 1009, with 127 new members and 142 renewals. David E. noted that on Member's Night all FOAL members were granted access to the sale within 10 minutes of the doors opening. He is in favor of selling the top positions in the line on Member's Night. Perhaps a new membership category of "business" at a higher price could be used to provide earlier access and increased revenue. He stated that FOAL could be leaving money on the table by not selling the top positions in the line on Member's Night. David E. stated that he was encouraged by the increase in membership. Approximately a dozen member emails bounced back because they were illegible. One person purchased a lifetime membership at the book sale. Kate asked if there was anyway to provide a tax receipt to persons purchasing membership at the book sale. David E. responded that no, he would need to email a tax receipt to all new or renewing members. Eva stated that FOAL is saving a lot of money by using email reminders for the book sale and handling all membership by email. Members were given yellow cards on Membership night to show that they were verified active members, and David E. said it was very helpful. Robbie brought up that several people brought cardboard boxes to the book sale and left them outside the sale to "hold" their places in line. Julia stated that these boxes cannot be left unattended and would be thrown away if left unattended according to library rules.
4. **FOAL Brochure:** Kimberly circulated the FOAL paper brochure and asked the Board to make any comments or edits.
5. **Annual Meeting, June 15th:** Del Quentin Wilber will discuss Rawhide Dow. The cost of the author is \$350 and FOAL has budgeted \$50 for refreshments. Kimberly asked for volunteers to sign up for the event. All are welcome to the Annual Meeting, which will begin at 6:30. David E. stated that at the FOAL membership elects the FOAL Board at the Annual Meeting. In

addition, Eva will give a brief treasurer's report. Kimberly stated that we should plan for about 100 people to attend. Kate stated that she would pick-up food on Sunday and drop it off at the library. David C. asked whether FOAL should amend its by-laws to add an Executive Board. The current by-laws do not include an Executive Board, but David C. has heard that term used several times. Eva stated that there was no need to amend the by-laws because the officers (President, Vice President, Secretary and Treasurer) do not do anything separately for the entire FOAL Board. Others agreed.

6. **Tote Bags:** Julia requested that FOAL have 1000 tote bags to be used as prizes for the adult summer reading program. The adult reading program begins on June 6. Eva said that she intends to order the minimum number of book bags that would give the best unit price for each bag. Kimberly stated that FOAL plans to give away smaller tote bags as prizes.
7. **Paying for Book Sale Coordination:** Kimberly stated that the FOAL Board's email discussion regarding the need for a book sale coordinator was useful to help everyone process their thoughts, but that an in person discussion is needed. Based on the email comments, Kimberly identified four concerns with hiring Barbara to coordinate the book sale (a) FOAL becoming a 1099 employer; (b) reliance on one person to run the sale; (c) the distance (Barbara is going to be in Australia); and (d) the money paid to Barbara could be spent on library programs. Kate stated that FOAL must have a detailed manual (the "SOP") for running the book sale. Kate stated that the SOP would help increase efficiencies. She feels that a manual is the critical piece and she is willing to help put it together. Eva stated that Barbara needs more time to put a manual together, but she has made very good notes on the book sale process. David C. noted that at least three people should be familiar with the process of running the book sale. Kate stated that the SOP (manual) is a product and it makes sense to pay Barbara for it. Kimberly stated that while the SOP is essential, but we must also have training for any volunteers running the book sale. Kimberly noted that running the book sale requires at approximately 107 hours of work. She thinks it essential that whoever takes over be given the opportunity to shadow Barbara and ask questions and reassess what FOAL does. David E. stated that although the book sale has become larger of the years, it really has not changed. Neil stated that the number of volunteers and vendors has changed. One change is that on Monday after the book sale the remaining books were given out free to the public. Neil stated that now it takes many hours of volunteer time to take down the book sale and get ready for Wonderbooks. Kimberly pointed out that Neil is paid to help run the book sale. Lynn stated

that several years ago, FOAL tried to hire someone to run the book sale but could not get a good job description. Robbie noted that the donation processing team is not paid for its work. Kate stated that any agreement to pay Barbara for the September book sale does not force FOAL's hand going forward. David E. is worried that paying Barbara to run the book sale changes the nature of FOAL, which is a volunteer organization. Kate expressed concern about the time-line for producing the SOP. David C. suggested that the SOP be delivered in July and then volunteers could work from there. Kimberly stated that Barbara's role in the September book sale would be to coordinate the sale, train volunteers, and teach. Kimberly noted that it is important that the sale be well run so that FOAL's reputation does not suffer. Kimberly suggested two separate contracts: (1) to finish the SOP, (2) to coordinate and train volunteers at the September book sale. Susan agreed that a "bad" book sale would risk losing big customers. It was agreed that along with Neil, at least 2 or 3 FOAL members must be involved with running the sale. Shari stated that Barbara has a great relationship with library staff, and a lot of staff agreed to volunteer at the sale because of their relationship with Barbara. Kimberly noted that the donation processing team is also very invested in Barbara.

Eva made a motion that FOAL ask Barbara how much she would like to be paid to produce a document to be delivered by the end of July that would serve as the SOP for the FOAL book sale detailing preparation and execution of the bi-annual book sale. The SOP must include a time line for the sale, vendor information, volunteer information, and coordination details for the book sale from start to finish. Kate seconded the motion, motion passed unanimously.

David C. stated that he would help coordinate the book sale in September but he would need help from others. Kimberly stated that it would not be fair to ask anyone to come in and run the book sale "cold turkey" with no training. Neil stated that he would email the book sale notes he has to FOAL. Kate made a motion that FOAL offer to pay Barbara for training and coordination services during the September 2015 book sale and that FOAL would thereafter reassess staffing needs after the sale. Nada seconded the motion, all approved, motion passed unanimously.

- V. Old Business
- VI. Next Board Meeting May 27, 2015 at 6:30 PM
- VII. Meeting adjourned 7:30 PM.