

Friends of the Arlington Public Library Meeting Minutes
August 17 , 2015 7:00 PM Maple Tree Room
Central Library

- I. **Call to Order:** 7:08 PM, Present: Kimberly Reinhard-President, Kate Summers-Vice President; Eva Griffeth-Treasurer; Susan Glaize-Cherrydale representative; David Coia-Glencarlyn representative; David Evans-Central Representative; Eugene Burns-Shirlington Representative; Judy Ahrenholz-Columbia Pike Representative, Robbie Cohrsen-Westover Representative, Linda Goldberg-Aurora Hills representative, Lynwood Sinnamon, FOAL Member, Shari Henri-Library Staff.
- II. **Approval of Minutes of both Annual and Scheduled Board Meeting:** Minutes from the Annual Meeting on June 15, 2015, and the scheduled FOAL Board meeting on the July 29, 2015, were approved.
- III. **Treasurer's Report:** Eva circulated budget summary sheets and discussed recent donations. Kimberly signed thank you notes and tax receipts for donors. Eva also provided an update on FOAL's new rental agreement with cash registers for the upcoming book sale.
- IV. **Library Staff Report:** Shari discussed upcoming library events and suggested that FOAL members have a greater presence during select activities. She also suggested that some events may provide opportunities to fundraise for FOAL by selling concessions. Kate agreed with this suggestion and asked for a calendar of events that could be used by FOAL board members to determine support/fundraising staffing. Shari also indicated that storage space would be available at Central Library for water, snacks, etc. Board Members agreed to revisit this idea after the September book sale.
- V. **Book Sale:**
 - a. **Member's Night Process:** David E. revised the Member's Night Rules based on the board's previous discussion. Board Members approved this revised language and directed that it should be updated on the FOAL website.
 - b. **Book Sale Volunteers:** Kimberly reiterated that each board member would be asked to volunteer for at least 3 shifts at the book sale. Board members present volunteered for additional shifts. Shari stated that the response from library staff members has been very positive; most staff shifts have already been covered.
 - c. **Cash Register:** Eva provided additional information on the rental cash registers. Board members discussed using them to process membership renewals in addition to sales. Eva will ask the rental company to add a sale button to each register.
 - d. **Money Collection:** Board members briefly discussed the process for collecting/counting money at the conclusion of each sale. All money will be counted in the library admin offices by Eva with an additional board member or library staff present.
 - e. **Spring Book Sale Date:** Board Members suggested several dates for the Spring Foal Book Sale. The board tentatively agreed on April 7, 2016, as the date (following the meeting, library calendar showed a conflict for this date; FOAL board will discuss options at the next meeting).
- VI. **New Business:**
 - a. Doug provided a brief update on puzzle fest planning and proposed activities, currently scheduled for 7 November.

b. Kate asked if there were opportunities to conduct additional fundraising during puzzle fest. Doug confirmed that, at this time, Puzzle Fest is provided as a service to the community, vs., fundraiser. There may be a way to incorporate both fundraising opportunities and children's activities in future puzzle fests.

c. Doug inquired about missing sign-up sheets for puzzle fests. Kate indicated that she'd scanned several sheets and would provide.

VII. **Next Meeting:** The next FOAL meeting is scheduled for September 1, 2015 at 7:00 PM.

Meeting Adjourned 8:20 PM.