

Friends of the Arlington Public Library Meeting Minutes
July 29, 2015 7:00 PM Maple Tree Room
Central Library

- I. **Call to Order:** 7:15 PM, Present: Kate Summers-Vice President; Eva Griffeth-Treasurer; Nada Sulaiman-Secretary; David Evans-Central Representative; Eugene Burns-Shirlington Representative; Judy Ahrenholz-Columbia Pike Representative, Robbie Cohrsen-Westover Representative, Lynwood Sinnamon, FOAL Member, Shari Henri-Library Staff.
- II. **Approval of Minutes of Annual Meeting:** It was agreed that several people needed additional time to review the minutes so approval would wait until the next meeting.
- III. **Book Sale:** Kate thanked everyone who had sent comments on the “Bi-Annual Book Sale Manual.” She stated that she included a majority of the comments and asked if anyone had any additional comments. As no one had additional comments, David E. made a motion to approve the “Bi-Annual Book Sale Manual,” Robbie seconded the motion, the motion passed unanimously.
 - a. **Member’s Night Process:** David expressed concern about Member’s Night. Specifically, he was concerned that the weak Wi-Fi in the library garage would not allow FOAL to use iPads register new or renewing members. Eva noted that no one had provided David with the necessary information. Kate stated that on Member’s Night there would be one line to get into the book sale. People would not move from the line. She suggested creating a payment station, and having runners wearing easily identifiable FOAL aprons and perhaps badges take membership payments from people in the line to the payment station. This new procedure as well as the Member’s Night Rules would be posted on the FOAL website. Shari stated that since the book sale is a library event, all people attending the book sale must follow library rules. She said that the library rules are posted on the library website and a link can be provided to all FOAL members. As she reviewed the Member’s Night Rules, Shari suggested that FOAL use positive language. Kate asked what FOAL can do if we witness behavior that violates library rules. Shari stated that she would remind the patron that their behavior violates library rules and would ask them to stop the behavior; if they refuse, she would ask them to leave the book sale. Kate asked David E. to revise the Member’s Night Rules based on the board discussion and he agreed to do so.
 - b. **Book Sale Volunteers:** Nada stated that each board member would be asked to volunteer for at least 3 shifts at the book sale. She stated that Gene would circulate an email asking

people to sign up for at least 3 volunteer shifts. Nada asked Shari how many library staff members would work per book sale shift. Shari stated that in the past 2 library staff members have worked each shift. Shari stated that she would reach out to the library staff.

- c. **Cash Register:** Eva had circulated an email to the board with details regarding rental of cash registers for the book sale. David E. made a motion to accept Eva's recommendation to order registers for rental for the book sale. Robbie seconded the motion, the motion passed unanimously. Kate asked if the cash registers would arrive in time for the book sale. Eva stated that the cash registers would be delivered at the beginning of the book sale week, and that they would be very simple to operate.

IV. **Next Meeting:** The next FOAL meeting is scheduled for August 17, 2015 at 7:00 PM. Kate noted that if the book sale committee leads want to meet before that date they should do so.

V. **Meeting Adjourned** 8:00 PM.