

**Friends of the Arlington Public Library Board Meeting Minutes
December 21, 2015, 7:00 PM Maple Tree Room
Central Library**

- I. **Call to Order:** 7:05 PM, Present: Kimberly Rienhard-President; Kate Summers-Vice President; Eva Griffeth-Treasurer; Nada Sulaiman-Secretary; David Evans-Central Library Representative; Linda Goldberg-Cherrydale Representative; Robbie Cohrsen-Westover Representative; Joan Stern-DPT; Marx Stern-FOAL Member; Jeremy Pevner-FOAL Member; Lynwood Sinnamon-FOAL Member; Shari Henri-Library Staff
1. There were no amendments to the December 21, 2015 agenda.
 2. Eva moved to approve the minutes of the November 2, 2015 meeting (distributed electronically on December 17, 2015), David seconded the motion, motion passed unopposed.
- II. **New Members:** Kimberly introduced prospective new Board members Marx Stern and Jeremy Pevner.
- III. **Book Sale:**
1. Dates for Sale: Kimberly stated that the book sale would be moved to April as the Library has scheduled two authors for Arlington Reads in May. Therefore, it was agreed that the spring book sale would be moved to April 14-17, with Member's Night being April 14th, and set-up day being April 13th. Kimberly pointed out that the book sale is only three meetings away, and additional book sale meetings would be necessary.
 2. Library Role in Book Sale: Lynwood stated that Bill Turner, past FOAL president, might be available to help with the upcoming book sale. Marx suggested contacting Bill Turner. Eva said she would serve as Lead POC for the April book sale. Jeremy has served as a CGFM, and is willing to take over the position of FOAL Treasurer before the book sale, freeing Eva up to serve as lead. Eva stated that would send out a list of book sale meeting dates via email.
- IV. **Clarifying and Formalizing Board Role and Responsibilities:**
1. Review of Bylaws: Kate recommended amending the FOAL Board to include members who are focused on certain activities, for example membership coordinator, book sale POC, and volunteer and events coordinator. Kate therefore recommended amending FOAL's bylaws to include board members who are not library branch representatives. Kate also suggested formalizing the branch representative positions by creating a list of guidelines setting forth what is expected of branch representatives. The Board discussed the required procedures for amending the bylaws, and Robbie stated that her husband, a lawyer, would be happy to review any amendments. Shari noted that the Library Staff would appreciate a clarification of the roles of FOAL branch representatives.

2. Book Pricing: A discussion was held regarding the pricing of books at the FOAL bookstores at each library branch. It was noted that book and magazine prices have sometimes differed between library branches. The Board decided on the following prices for all library branch bookstores: Magazines \$.25, Kids Books \$.50, Paperbacks \$.50, and Hardcover \$1.00. The bookstores can have “sales” when needed. References to “filling up a bag for \$5.00” will be removed.
3. Committees: Kimberly next discussed the need to form FOAL Board committees, such as an Advocacy Committee. Linda stated that she had met recently with members of the Arlington Village and registered 2 life members. Kate and Robbie agreed to lead the Communications Committee, with Kate focusing her efforts on social media and Robbie dealing with other types of communications with FOAL members. Marx was asked to consider serving as Volunteer Coordinator. Kimberly asked each Board member to consider what committee they would like to join and/or lead.
4. Board Development Consultant: Shari reported that Lucinda Robb and her husband have offered to speak to FOAL about board development.

V. **Old and New Business:**

1. Treasurer Report: Eva distributed documents entitled “Friends of the Arlington Library Operating Budget for FY2016 as of 12/21/2015” and “FOAL Library Operating Budget for FY2016 as of 12/21/2016” for the Board’s review. Eva asked Shari about the status of various restricted donations. Shari stated that the person in charge of this is on vacation and she would get in touch with her as soon as she returns.
2. Motion to Approve New Board Member: Kate made a motion to approve Jeremy Pevner as Columbia Pike Representative. David seconded the motion, motion passed unanimously.

VI. **Next Board Meeting**: Tuesday, January 19th at 7PM.

VII. **Meeting Adjourned**: 8:04 PM.