

Friends of the Arlington Public Library Board Meeting Minutes
February 16, 2016, 7:00 PM, Maple Tree Room
Central Library

- I. **Call to Order:** 7:04 PM, Present: Kimberly Rienhard-President; Kate Summers-Vice President; Eva Griffeth-Treasurer; Nada Sulaiman-Secretary; David Evans-Central Library Representative; Robbie Cohrssen-Westover Representative; Linda Goldberg-Cherrydale Representative; Eugene Burns-Shirlington Representative; Jeremy Pevner-Columbia Pike Representative; Lynwood Sinnamon-FOAL Member; Shari Henri-Library Staff
1. There were no amendments to the February 16, 2016 agenda.
 2. David moved to approve the minutes of the January 19, 2016 meeting (distributed electronically on February 10, 2016), Robbie seconded the motion, motion passed unopposed.
- II. **Treasurer's Report:** 1. Library Budget: Eva distributed two documents entitled "Friends of the Arlington Library Operating Budget for FY2016 as of 2/16/16" and "FOAL Library Operating Budget for FY2016 as of 2/26/2016" for the Board's review. Referring to the Library Operating Budget, Eva noted that year to date library expenses are \$162,101 and there is \$288,525 in the budget, so things are going well. Eva asked that the library give her any expenses in an effective way. Shari stated that she would give Eva a check for the FOAL bookstore sales for approximately \$14,000. Shari noted that the FOAL bookstores are doing really well and the Donation Processing Team is doing a fabulous job. 2. Reading Connection: Eva also stated that FOAL received a thank you letter from the Reading Connection for a donation FOAL made in connection with the summer reading program. 3. Amazon Smile Foundation: Eva reported that FOAL has set up an account with the Amazon Smile Foundation, which allows purchasers to select FOAL to receive .5% of each purchase as a donation. The donations are automatically deposited into FOAL's bank account. Kate suggested that FOAL advertise the Amazon Foundation at the book sale and all agreed. It was clarified that donations do not affect points earned on credit cards, and purchasers may select more than one organization to receive donations. 4. FOAL Audit and Taxes: Eva reported that FOAL's audit and taxes are complete and would be stored at the library. 5. FOAL Mail: It was agreed that Nada would sort the FOAL mail going forward. Eva and Nada will meet to discuss procedures.
- III. **Library Staff Report:** Shari reported that she and Julia are going to start meeting about the FY2017 budget shortly. One issue for discussion is the FOAL scholarships provided to librarians. Kate suggested that instead of a large amount of funds to one person, that perhaps several people could receive smaller amounts. David asked Shari to make some suggestions regarding scholarships for the Board to consider.

IV. **New Business:** 1. Lit Up Ball: Thus far, FOAL has not sold many tickets -- approximately 90. The Ball organizers are still looking for volunteers. Kimberly has asked for and received several donations from local businesses. Eva noted that perhaps advertising for the Ball should not begin so far in advance of the event. Kate suggested that in the future each FOAL Board member be assigned to sell a certain amount of tickets to the Ball. 2. Book Sale: (a) Book Sale Manual - Eva reported that she has updated the book sale manual. Kate will incorporate the updates and distribute the manual. (b) Book Sale Meeting: Eva reported that a meeting was held on February 8, 2016 to discuss the spring book sale. Neil Phelps (Logistics Lead), Marx Sterne (Catering Lead), Nada Sulaiman (Volunteer Lead), Eva Griffeth (Book Sale POC and still Finances Lead), and Joni Sterne (Donation Processing Team representative and catering support) attended the meeting. Shari Henry and Susan Parker could not attend, but sent a list of issues to be addressed. Kimberly, Kate and David were invited, but could not attend. The FOAL Board discussed the following issues, which were also discussed at the book sale meeting: (i) Catering - Marx discussed the catering menu for the book sale. It was agreed that catering decisions would be made prior to the sale and last minute purchases would be avoided. A light lunch would be provided to the hired book sale movers on Tuesday, and very light snacks and water available on Monday. Kate requested a meal on Thursday night as some volunteers would be there from 3:30-9:30 or 10:00 pm, all agreed. On Wednesday a larger meal, including pizza, salad and dessert will be provided to volunteers. Friday and Saturday would include ice, drinks, sandwiches, and Kind Bars (or similar), while Sunday would include reasonable leftovers. FOAL's goal is to make volunteers feel as if they have been provided with reasonable snacks and/or meal for the entirety of the book sale. (ii) Volunteer Book Sale Purchases: The Board next discussed volunteer book purchases on Wednesday. The Board agreed that FOAL wants to provide volunteers with limited early access to the book sale, but does not want that privilege to be abused. Since volunteers on Wednesday actually get access to the books prior to the book sale, it was decided that they could purchase up to 5 books at half-price during their shift on Wednesday. It was also decided that all volunteers would be invited to a special half-price sale on Wednesday from 4-6 pm and that everyone would be limited to up to 10 half-priced books to be purchased during the sale hours. All volunteers would be able to purchase an additional 10 half-priced books during each of their shifts during the book sale. It was agreed that FOAL's new policy would be strictly enforced. The policy will be posted on the FOAL's website and included in the letter to all volunteers. (d) Pre-Sale Items: Eva reported that Neil has taken care of all of the pre-sale items but still needed date banners for signs, little tables of cash registers and a write-up regarding how books are priced for the book sale. Shari said that she is familiar with the pricing and would write up an explanation to answer any questions that may

come up. Eva also stated that Neil had suggested FOAL discuss an additional discount day at the book sale or perhaps a “bag of books” sale following half-price day. (e) Sale Logistics: It was brought up that lighting for the book sale has been less than ideal in the past. Eva and Shari discussed suggestions to improve lighting including purchasing LED light bulbs to replace the existing incandescent bulbs to provide more light at lower power usage. Shari stated that she would discuss the issue with Library staff.

- V. **Old Business:** Kate reported that local author Bill Schweigart has offered to speak at FOAL’s Annual Meeting in June at no cost. Although some of Mr. Schweigart’s books are not in print, David suggested selling promo codes for the books, so purchasers could get the books electronically. Mr. Schweigart could autograph promo code slips. David made a motion to invite Mrs. Schweigart to the Annual Meeting, Robbie seconded the motion, motion passed unanimously. Kate offered to take care of the food for the Annual Meeting.

VI. **Meeting Adjourned:** 8:01 PM.

VII. **Next Meeting:** March 14, 2016.