

Friends of the Arlington Public Library Board Meeting Minutes
March 14, 2016, 7:00 PM Maple Tree Room
Central Library

- I. **Call to Order:** 7:03 PM, Present: Kimberly Rienhard-President; Kate Summers-Vice President; Eva Griffeth-Treasurer; Nada Sulaiman-Secretary; David Evans-Central Library Representative; Eugene Burns-Shirlington Representative; Jeremy Pevner-Columbia Pike; Linda Goldberg-Cherrydale Representative; Lynwood Sinnamon-FOAL Member; Shari Henri-Library Staff (arrived at 7:30)
1. Kimberly announced two amendments to the March 14, 2016 agenda:
(a) there will be no Treasurer report and (b) there will be a discussion about the Communications Committee.
 2. David moved to approve the minutes of the February 16, 2016 meeting (distributed electronically on March 9, 2016). Linda seconded the motion; motion passed unopposed.
- II. **New Business:**
1. Lit Up Ball Update Review: The Lit Up Ball received positive reviews. Volunteers at the Ball handed out FOAL bookmarks letting people know that they could donate to FOAL through Amazon Smile. The Board discussed the cost of the bookmarks and agreed to seek out less costly alternatives for printing. Several Board members attended the Ball and all agreed that the band, food and venue were wonderful. Although the Ball will probably not generate any profit, the Board agreed that the Ball is a great community event and as long as the Library continues to handle the logistics of planning and staffing volunteers at the Ball, FOAL will continue to provide monetary support. Kate brought up the possibility of having the Ball on a Thursday to take advantage of Arlington County's arrangement with Clarendon Ballroom, which allows the County to have a number of events free of charge on Thursday night.
 2. Communications Committee: The Board discussed the idea of writing an email to FOAL members about recent and upcoming FOAL events, such as the Lit Up Ball and the Arlington Reads author event on April 7, 2016. Eva expressed concern that some FOAL members would not want any email from FOAL. Kate suggested asking those signing up for membership whether they would like to receive emails about FOAL events. She suggested a quarterly email. Jeremy suggested looking into MailChimp for a non-profit account. MailChimp has a template for these types of emails. Kate volunteered to draft 3 newsletters a year, and Kimberly and David volunteered to help send the newsletters out. They plan to include an "unsubscribe" feature on the email. Kimberly agreed to look into MailChimp. Kate stated that she had signed-up five new FOAL members at the Lit Up Ball, with two paying in cash and others by PAYPAL. Kimberly and Linda volunteered to staff the membership table at the Arlington Reads event on April 7. They will

give out bookmarks and sign-up new members. Kimberly also agreed to reach out to Doug Gardener about Puzzlefest. Kimberly asked all FOAL Board branch representatives to visit their branch library to make sure that they are using the updated version of the FOAL membership brochure. The blue brochures are new; the old green ones can be recycled. Eva summarized the Board's discussion regarding the Lit Up Ball for Shari when Shari joined the meeting. Shari said that she would relay the Board's message to the Library.

3. FOAL By-Laws: Kate asked about the FOAL Annual Meeting in June, and volunteered to be in charge of the food. Kate suggested amending the by-laws at the Annual Meeting to increase the number of FOAL Board members. She suggested adding board members with a focus on communications, volunteers and membership. Lynwood stated that non-voting members associated with the Board had filled such positions in the past. Nada asked about current Board vacancies, and Eva stated that she would like to serve as Central Library representative and David could serve as the Plaza representative. It was agreed that this issue would be explored further at the May meeting.
4. Book Sale: (a) Signage – Kimberly made a big sign for Amazon Smile. (b) Volunteers – Nada reported that Wednesday and Thursday are filled, and sign-ups are otherwise doing great. (c) Cash Registers – Eva is trying to get a simple system, and the cash registers will arrive soon. Eva still needs wheeled carts for the cash registers; Shari will look into the issue. (d) Internet – David reported that all is set. (e) Lighting – Tony is checking into LED lighting.
5. Library Budget: Eva asked Shari to have the Library budget ready for the next meeting, and Eva and Jeremy are going to prepare the proposed FOAL budget.

III. **Meeting Adjourned:** 7:58 PM, next meeting May 2, 2016.