

**Friends of the Arlington Public Library Board Meeting Minutes**  
**May 2, 2016, 7:00 PM Maple Tree Room**  
**Central Library**

- I. **Call to Order:** 7:03 PM, Present: Kimberly Reinhardt-President; Kate Summers-Vice President; Jeremy Pevner-Treasurer; Nada Sulaiman-Secretary; Eugene Burns-Shirlington Representative; Linda Goldberg-Cherrydale Representative; Robbie Cahrssen-Westover Representative; Lynwood Sinnamon-FOAL Member; Julia Karell-Library Staff; Shari Henri-Library Staff
- II. **Amendment to May 2, 2016 Agenda:** There were two amendments to the agenda (a) addition of a discussion of the Central Library cash box, and (b) addition of a discussion of spring book sale dates.
- III. **Approval of the Minutes of March 14, 2016 Meeting (distributed electronically on April 27, 2016).** Kate made a motion to approve the March 14, 2016 meeting minutes; Gene seconded the motion, which passed unanimously.
- IV. **Treasurer's Report:** 1. **Book Sale:** Jeremy began by discussing the book sale and a May 2016 Treasurer's Report. The book sale grossed approximately \$92,000 and \$1,800 in memberships. Jeremy is still waiting for final credit card fees and invoices. Book sale expenses were approximately \$6500 or 8.2%. Approximately \$1300 of the expenses are credit card fees. Jeremy suggested that FOAL consider a minimum for credit card purchases. Net proceeds from the book sale were approximately \$82,000. Currently, FOAL is depleting the corpus of the funds in the Arlington Community Foundation (ACF) account. Jeremy recommends reinvesting the interest FOAL has been taking out of the account. Jeremy would like to see FOAL take less out of the ACF account. Except Arlington Reads, the Library as been well within budget this year, and FOAL is finishing out the fiscal year where expected. (2) **Library Proposed Budget:** Julia and Shari submitted a FY2017 proposed budget from the Library for the next fiscal year and reviewed it in detail with the Board. Amounts requested for Adult Programing, including Lit Up is \$17,000 less than last year. Puzzelfest is not included in this figure. In addition, the amount requested for Collections Support has been reduced by \$20,000. At this point, Shari discussed a fundraising opportunity with the Board. A library patron has proposed donating up to \$10,000 to FOAL as a matching donation. The Board discussed using any proceeds from the Chipotle fundraiser towards this matching donation. On June 12, Chipotle has offered to donate 50% of the proceeds from all sales to FOAL if the customer states that they support FOAL. There is no time limit on the matching donation, so FOAL can continue to seek donations. The Library's requested amount for Youth Services is less for FY2017 as well due to printing summer reading materials in house, and other cost reductions. The Board discussed the FOAL Staff Scholarship. Kate stated that she is a big supporter of scholarships and Jeremy stated that FOAL

had budgeted \$10,000 for scholarships in the past. Julia stated that there are people interested in scholarships. The scholarship provides \$5000 to each person per year for two years, covering approximately half of the tuition. The Board discussed whether it made sense for FOAL to have input on who gets the scholarship. Shari said she would follow up with FOAL with some alternative procedures for administering the scholarship. Julia next discussed the Arlington Poet Laureate program, which is new this year. Jeremy moved to accept the Library's Proposed FY2017 Budget with an addition of \$10,000 for the Friends Staff Scholarship and \$700 for Puzzle Fest. Gene seconded the motion and the motion passed unanimously. 3. **FOAL Treasurer Report:** Jeremy stated that he is concerned about FOAL's administrative expenses. First, FOAL's audit, accounting and tax preparation expenses are very high. Second, book sale expenses need to be reviewed. The Board discussed merchandise expenses, and Shari stated that there is income from sales of FOAL merchandise but it is not tracked well, and merchandise is sometimes given as gifts. Jeremy noted that two areas of review should be high credit card fees and membership income, which was significantly less than expected in FY2016. Linda suggested that FOAL consider publishing and selling its Book Sale Manual to raise revenue. She agreed to look into the issue.

- V. **New Business:** (1) **FOAL Quarterly Newsletter:** Kimberly stated that she and Kate drafted and distributed a newsletter to FOAL members about current FOAL events. Kate made a motion that FOAL establish a quarterly newsletter and to appoint a dedicated person to publish the newsletter. Jeremy seconded the motion, the motion passed unanimously. (2) **FOAL Membership:** Kate proposed giving away a book lite (\$2) or coffee mug with each FOAL membership. Kate thinks that this is a way to get more people interested in becoming members of FOAL. The Board decided to table the issue pending further research. (3) **Central Cash Box:** Kate asked the Board to return the cash box to Central Library so patrons can use it to pay for FOAL bookstore purchases. She proposed restoring the cash box because it is easier to pay at the cash box than to stand in line at the circulation desk to pay. Shari noted that income from bookstore sales has not gone down since the cash box has been removed. If the cash box is returned, FOAL Board members would have to count the money in the cash box every 3 or 4 days and put it in the safe, after which it would be collected and deposited by the Treasurer. Two Board members are required to count the cash. The Board decided to table discussion about the cash box at this time. (4) **Summer Reading:** Julia stated that the summer reading kick-off would be held on June 4 with an ice cream party. A discussion was held about which Board members would be able to volunteer for various upcoming FOAL events. (5) **FOAL Annual Meeting:** The FOAL Annual Meeting will be held on June 20 at 6:30 PM. The Annual Meeting has been announced to FOAL members.

- VI. Old Business:** (1) **FOAL By-Laws:** Kate would like to Board to continue to consider amending the by-laws to include a Volunteer Coordinator and other positions. (2) **FOAL Board Positions:** Kimberly announced that she is moving and will no longer be able to serve as President. Kate stated that she would be happy to serve.
- VII. Meeting Adjourned:** 8:23 PM.
- VIII. Addendum to Minutes:** (1) **Court House and Central Library Representatives:** On May 5, 2016, Linda moved to appoint Eva Griffeth as Central Library Representative and David Evans as Court House Plaza Representative. The electronic vote passed unanimously. (2) **Book Sale:** On May 2, 2016, Robbie made an electronic motion for the Board to congratulate and thank Eva for her splendid work in making the book sale such a success. The motion passed unanimously. (3) **FOAL By-Laws:** On May 20, 2016, Kate made a motion to amend the FOAL By-Laws to add new board positions to handle Volunteer Coordination and Events. The motion passed unanimously. (4) **Book Sale Dates:** On May 10, 2016, it was agreed after discussion by email, that the next two book sale dates would be: (i) Fall 2016: October 13-16; and (ii) Spring 2017: April 20-23.