

Friends of the Arlington Public Library Board Meeting Minutes
August 22, 2016, 7:00 PM Maple Tree Room
Central Library

- I. **Call to Order:** 7:00 PM, Present: Kate Summers-President; Linda Goldberg-Vice President; Jeremy Pevner-Treasurer; Nada Sulaiman-Secretary; Eugene Burns-Shirlington Representative; Robbie Cohrssen-Westover Representative; Lynwood Sinnamon-FOAL Member; Shari Henri-Library Staff; Kate Schweigart-FOAL Member, Amy Kirschner-FOAL Member, and Marty Pippen.
- II. **Amendment to August 22, 2016 Agenda:** There were no amendments to the agenda.
- III. **Approval of the Minutes of May 2, 2016 Meeting (distributed electronically on June 15, 2016) and Minutes of the June 20, 2016 Annual Meeting (distributed electronically on August 17, 2016).** David moved to approve the May 2, 2016 and June 20, 2016 meeting minutes; Jeremy seconded the motion, which passed unanimously.
- IV. **Amendment of the FOAL Bylaws:** Kate Summers discussed the proposed amendments to the FOAL Bylaws. The proposed amendments were distributed via email on June 17, 2016 and with the proposed addition of a Membership Coordinator. Kate asked for discussion regarding any proposed amendments. Eva stated that she had three comments: First, Article X of the Bylaws states: "Branch Representatives shall serve for a period of one year from the date of their appointment and may be reappointed for multiple terms. Eva noted that this provision should be updated so that renewals of Branch Representative positions would be tied to FOAL fiscal year. Second, Article XI, section 3, Eva recommended an administrative update to eliminate duplicate language. Third, Eva recommended revising the language of Article XII, Section 5 to indicate FOAL meeting minutes are publically available. Jeremy moved that the Proposed FOAL Bylaws be amended to reflect the administrative changes. David seconded the motion, the motion passed unanimously. Robbie joined the discussion making the following comments: First, Robbie noted that the proposed new "Coordinator Positions" overlap in responsibilities with the Committees specified in Article XII of the Bylaws. This is confusing. David stated that one of the purposes of the proposed Coordinator Positions is to make the FOAL Board bigger. In addition, Kate Summers noted that a Coordinator could also hold a Branch Representative position, which gives FOAL some flexibility. Second, Robbie asked to clarify whether *ex officio* Board members specified in Article XII, Section 1, the Director of the Arlington County Library and the Library Liaison, have voting rights, and whether two *ex officio* members are necessary. A discussion followed. Jeremy suggested that Kate Summers incorporate suggested changes and distribute a new draft electronically for review and general discussion at the next FOAL meeting. All agreed. The Board next discussed the method for voting on

the proposed Bylaw amendments. David stated that he has emails for approximately 80% of FOAL's active members and that there is no specific provision for electronic voting in the Bylaws. Kate Summers proposed that a vote on the proposed amendments be held during a general membership meeting, and that notice of the meeting would be sent to the FOAL general membership via FOAL's quarterly newsletter. Shari stated that she would book a larger meeting room for the meeting. Kate Summers stated that the FOAL newsletter would contain: (1) an invitation to the FOAL membership meeting, (2) a write-up about Shari Denkenson's presentation regarding the book *Me Before You* by JoJo Moyes, and (3) the dates and hours of the fall book sale.

- V. **Recruitment of New Board Members:** Board members introduced themselves to guests, Amy, Kate and Marty. Gene announced his retirement, and Kate thanked him for his service. Guests, Amy, Kate Schweigart and Marty introduced themselves. Jeremy moved to accept and approve Kate Schweigart as Glencarlyn Branch Representative. David seconded the motion and the motion passed unanimously.
- VI. **Fund Raising and Matching Grants:** (1) **Membership:** Kate Summers suggested FOAL give out a small "gift" to new members to incentivize membership. Kate Summers had researched various options for a give away, and after discussion, the Board decided to order a test sample of book lights to give away with membership purchases. The give away would begin after the fall book sale. The book lights cost \$1.86 per unit and Jeremy thinks that this amount would be low enough for purposes of IRS rules on charitable contributions. Jeremy stated that FOAL has budgeted \$2100 for merchandise and membership development so the book light is within FOAL's budget. Linda moved that FOAL give away one book light with each new family membership purchase to incentivize membership, Kate Schweigart seconded the motion, and the motion passed unanimously. (2) **Matching Grant:** Shari reported that the matching grant offer would probably not be open much longer than 1 year. Jeremy stated that he would review all donations received by FOAL since the matching grant offer was made to determine if any qualify for the grant. Jeremy will review all unrestricted and corporate donations. Kate Summers suggested having a membership drive after the book sale to raise additional funds for the matching grant.
- VII. **Treasurer Report:** Jeremy reported that FOAL's account at the Community Foundation is doing well, and that although FOAL has only made \$2100 this year, that amount should increase after the book sales. FOAL's spending is where it should be. Jeremy stated that FOAL is forecasted to spend approximately \$300,000 this fiscal year. Jeremy is not going to pull interest from the Foundation account, because FOAL currently has enough cash on hand. (1) *Arlington Reads:* Jeremy reported that the Library has booked an additional author for Arlington Reads, Viet Thanh Nguyen. Jeremy noted that the initial payment to the author has resulted in Arlington Reads being \$5,000 over budget. Arlington Reads

also has additional expenses and payments that have not been submitted. The new author commitments were made without any prior authorization or discussion with FOAL. Shari stated that it was not the Library's intent to ask for additional funds, but a great opportunity came along and the Library decided to spend more in one area, Arlington Reads. These are signature events being done at the Director's discretion. Kate stated that while FOAL understands the need to move quickly, FOAL would like the Library to seek prior approval for additional funds. Shari suggested that FOAL might consider giving the Library a general payment for programming and permitting the Library to report back to FOAL about how it is being spent. Shari explained that a lot of extra work is created by having to get FOAL's approval for budget changes and questions about programming. Jeremy stated that he does not feel comfortable doing the accounting that way as FOAL is a large \$2 million organization. Jeremy stated that he believes that FOAL has a duty to understand how the money it provides to the Library is being spent. Jeremy moved to authorize the Treasurer to move \$4,000 for Adult Programming, \$5,000 from Center for Local History, and \$7,000 from scholarships in order preferable to the Library to the Arlington Reads account to cover commitments made by the Library for Arlington Reads. David seconded the motion, the motion passed unanimously. (2) *CDARS*: Jeremy stated that FOAL's bank account at B&H bank is near the FDIC limit. B&H offers CDARS to mitigate any risk to the account by putting funds into rolling CDARS held by a consortium. Jeremy recommends using the CDARS to mitigate risk if necessary.

- VIII. **Book Sale:** Eva discussed various logistical issues relating to the book sale, including cash registers, the safe, and book donations. Nada discussed volunteer recruitment.
- IX. **Library Staff Report:** (1) Summer Reading: Shari stated that Library Staff would report on the summer reading program once the information is available. (2) Shari discussed donations to FOAL and asked that FOAL improve the process of sending thank you notes and acknowledgements for donations from the community.
- X. **Meeting Adjourned:** 8:35 pm.
- XI. **Addendum to Minutes:** The FOAL Board voted electronically on the following motions or agreed to the following items: (1) On June 21, Jeremy moved that the Board approve \$6,470 (\$5,900 if taxes are removed) in additional funds for the FY17 Adult Services budget to cover a pre-payment for next year's Lit Up Ball venue/service. Kimberly seconded the motion. The motion passed unanimously. (2) On July 13 2016, Jeremy moved that the Board approve \$239.83 for the check package associated with FOAL's new bank account, which includes 250 checks, deposit slips, envelopes, and an endorsement stamp. Kate Summers seconded the motion. Motion passed unanimously. (3) On July 14, 2016, Kate Summers proposed moving the FOAL spring book sale to April 27-30, 2017. All agreed.