

Friends of the Arlington Public Library Board Meeting Minutes
January 9, 2017, 7:00 PM Maple Tree Room
Central Library

- I. **Call to Order:** 7:05 PM, Present: Kate Summers-President; Jeremy Pevner-Treasurer; Nada Sulaiman-Secretary; Kate Schweigart-Glencarlyn Representative; Robbie Cohrsen-Westover Representative; Marty Pippins-Cherrydale Representative; Shari Henry-Library Liaison; Julia Karell-Library Liaison; Joni Sterne-Donation Processing Team; Lynnwood Sinnamon-FOAL Member.
- II. **Agenda Amendments:** There were no amendments to the Agenda of the January 9, 2017 Meeting (distributed electronically on January 9, 2017).
- III. **Approval of Meeting Minutes:** Robbie moved to approve the meeting minutes of October 14, 2016 (distributed electronically on December 6, 2016). Jeremy seconded the motion, the motion passed unanimously.
- IV. **Lit Up Ball:** The Lit Up Ball will be held on Thursday, March 2, 2017 at the Clarendon Ball Room. Julia stated that the event for people 18 or over. Tickets are on sale now. Kate Summers asked Julia to send the Board any advertising materials so she can post them on Facebook and the FOAL website. Kate Summers also asked the Board to help put together several baskets to be raffled off at the Ball. The Board came up with the following themes for the baskets: (1) Literary Basket, including books and coffee; (2) Pet Basket, (3) Harry Potter Basket, including books pulled by Joni, (4) Spa Basket, (5) Movie Basket, (6) Jewelry Basket, and (7) Food Basket. Kate asked each Board member to purchase items for the basket or ask for donations from local businesses. Kate asked Julia to forward a copy of FOAL's 501(c)(3) letter to the Board. Julia stated that the total cost of the Ball this year would be approximately \$4000. Therefore, approximately 200 tickets must be sold to break even.
- V. **Book Sale:** Jeremy noted that the Board must keep book sale administrative expenses as low as possible. Expenses were up significantly because of the salary FOAL paid to the employee assisting the Donation Processing Team (DPT). Kate Summers stated that she believes that the DPT needs this person to continue to do the job of preparing the books for the book sale. Joni stated that they need him to lift and arrange heavy boxes of books for the sale. Joni stated that he is work is exceptional and meticulous. The DPT is extremely satisfied with his work. Jeremy stated that even before paying the salary, administrative expenses were too high, approximately 17%. While most of the expenses come from the auditor/tax preparation and the employee salary, other administrative expenses need to be lowered. Jeremy moved that the FOAL Board continue to accept the ongoing and reoccurring expense of paying for the salary, and that future expenditures be removed from somewhere else in the budget to balance it. A discussion was held. Julia asked whether the Board should vote on the number of hours the employee would be permitted to work. The employee works for Arlington County.

The County pays his salary and FOAL reimburses the County for 20 hours of his time. Jeremy noted that it is FOAL's understanding that the County takes care of insurance and administrative expenses. Also, the employee is limited to working 20 hours a week for FOAL, no more. Kate Summers asked the DPT to let FOAL know that they continue to be satisfied with his work. Robbie seconded Jeremy's motion, all were in favor and none opposed, the motion passed unanimously.

- VI. **CFC Application:** Jeremy stated that he has completed and submitted FOAL's CFC application. Jeremy hopes to hear back in February.
- VII. **Re-Branding Effort:** Kate Summers stated that she is concerned about FOAL's continued ability to fundraise without solid brand recognition. Henrik has sent FOAL a list of issues and questions to think about relating to the re-branding effort. He agreed with Kate that FOAL needs a face-lift of all of its products, brochures, and website. Kate would like the re-branding completed before FOAL's big events this year, i.e. the Lit-Up Ball and the book sale. She is anxious to start the effort as soon as possible. She asked Board members to review Henrik's list and provide her with ideas as soon as possible. Once the re-branding piece is done, FOAL can work to update its website. At that time FOAL can consider suggestions on hiring a web page designer.
- VIII. **By-Law Revisions:** Kate Summers proposed that next FOAL meeting include a vote by FOAL general membership on the proposed By-Law revisions. The revisions were finalized in November and will be posted on the FOAL website. Jeremy moved that next FOAL meeting be a public meeting to review and finalize the By-Law revisions and hold a vote by the general membership on the By-Laws. Robbie seconded the motion. The motion passed unanimously. Jeremy said that an attorney should review the FOAL Charter. Robbie stated that her husband John, an attorney and frequent FOAL volunteer, would review the Charter. Jeremy stated that Legal Zoom is changing the registered agent for FOAL. Shari will no longer serve as registered agent.
- IX. **Recruitment of Additional Board Positions:** Jeremy announced that he would be leaving the Board at the end of his term in July. FOAL will need a new treasurer. Kate stated that Jeremy has done a tremendous job as Treasurer. FOAL's financials are in great shape. FOAL cannot exist without a Treasurer. Kate stated that she would like to identify someone to take over the position by April. Nada noted that her term as Secretary ends in July as well.
- X. **Treasurer Report:** Referring to a Treasurer Report distributed electronically on January 8, 2017, Jeremy reported that the Foundation Account is doing fine, with a \$1.9 million balance. The bank account figures in the Report are incorrect and Jeremy will circulate a new Report. There is a restriction on \$1 million of the corpus of the Foundation account; it cannot be spent, leaving with FOAL with some flexibility to deal with any emergency spending. Jeremy reviewing FOAL's policy on spending a certain percentage of the interest of the Foundation Account.

Thus far, this fiscal year, FOAL has only raised \$134,000. FOAL had expected to raise \$271,750 this fiscal year. Memberships are down by \$3,000 and unrestricted donations are down \$5,000. Administrative costs are very high. Barring anything unexpected, FOAL will receive a completely clean audit this year. In addition, FOAL is earning a good amount of interest on its accounts, which should help offset increased expenses.

- XI. Library Staff Report: (1) Library Dog:** Julia discussed the idea of getting a dog for the Library. Julia would pay for the vet bills and food, but FOAL would purchase the dog and pay for any starting costs. Julia stated that the dog has to be “perfect” – hypoallergenic, extremely well behaved and excellent temperament. The dog would not be wandering around public spaces. Julia has consulted with the health department on the issue. Kate asked Julia to pull together a proposal on the dog, including all costs. The dog expenses would be program budget items. Several people suggested fundraising events relating to the dog. **(2) Donations:** Shari asked the Board for suggestions on honoring and thanking library donors. Shari wants to set-up a formal event to honor people who donate \$1,000 or more. Suggestions included a brick, reading their names out during Arlington Reads events, and a plaque on a bookshelf. Kate also asked if there would be a way to set up a form thank you letter from PayPal for membership payments. Right now she sends a thank you not to every new member, and it is extremely time consuming.
- XII. Adjourned:** 8:30 PM.