

**Friends of the Arlington Public Library Board Meeting Minutes**  
**October 4, 2016, 7:00 PM Second Floor Meeting Room**  
**Central Library**

- I. **Call to Order:** 7:05 PM, Present: Kate Summers-President; Jeremy Pevner-Treasurer; Nada Sulaiman-Secretary; David Evans-Plaza Representative; Eva Griffeth-Central Library Representative; Kate Schweigart-Glencarlyn Representative; Robbie Cohrssen Marty Pippins-Cherrydale Representative; Amy O'Brian-FOAL Member; Shari Henri-Library Liaison; Julia Karell-Library Liaison, Doug Gardner-FOAL Member (joined at 7:30); Joni Sterne-Donation Processing Team; Marx Sterne-FOAL Member.
- II. **Amendment to October 4, 2016 Agenda:** The Agenda was amended to add an Open Forum for Robbie at the beginning of the meeting. The Agenda was also amended to include a vote for Martin Pippins as Cherrydale Representative.
- III. **Open Forum:** Robbie suggested that FOAL consider any necessary amendments to its Charter at the same time as amending its Bylaws. Robbie's husband John Cohrssen, an attorney, has obtained a copy of FOAL's charter. He noted that there are several items FOAL may want to consider changing. The Board agreed that this is a good idea and everyone agreed to review the Charter. Kate stated that she would circulate a final draft of the proposed changes to the FOAL Bylaws prior to the November meeting.
- IV. **Cherrydale Representative:** David moved that Martin Pippins serve as Cherrydale Representative. Jeremy seconded, the motion passed unanimously.
- V. **Approval of Minutes:** David moved to approve the minutes of the August 22, 2016 FOAL meeting (distributed electronically on September 26, 2016) and the minutes of the September 12, 2016 meeting (distributed electronically on October 1, 2016). Jeremy seconded the motion, the motion passed unanimously.
- VI. **Book Sale Update:** Eva discussed the following issues relating to the book sale: (1) Eva needs a FOAL Board volunteers to help during Monday and Tuesday set-up. (2) Eva needs a list of librarians shopping at the sale. (3) A \$500 advance is needed for food. (4) It was confirmed that Susan Parker would inform the DPT about the Board's decision to allot \$50 per person for the appreciation dinner. (5) Shari stated that after the sale librarians would collect books for Little Free Libraries. (6) Eva asked the Board whether there should be minimum purchase amount for credit card sales at the Book Sale. There are a lot of transactions under \$1.00. After discussion, Eva moved that the suggested minimum for credit card sales be set at \$3.00. Kate seconded the motion. The Board discussed the fact that there are fees associated with credit card transactions and a suggested minimum would be a good ideal. The motion passed unanimously. Shari stated that she would make a sign asking customers

to use credit cards for transactions over \$3.00. (7) Shari stated that the Library needs more FOAL brochures and book sale flyers. (8) Kate stated that she had received a phone call from a past president of FOAL suggesting that FOAL provide a special incentive for teachers on Member's Night. It was discussed that many good organizations buy books at the sale, and they know that they can get books at a good price. It was agreed that at this time no action would be taken. (9) The Board discussed Book Sale advertising. (10) David noted that there are currently 647 active members of FOAL.

- VII. Treasurer Report:** (A) Jeremy asked the Board to approve the use of CDARS, which is a certificate of deposit earning the same amount of interest FOAL currently earns from its bank account. David moved that the treasurer be authorized to move \$50,000 into a CDAR. Robbie seconded the motion, the motion passed unanimously. (B) Jeremy suggested that FOAL hire an online service that would act as its registered agent in Virginia. David so moved, Kate seconded the motion and the motion passed unanimously.
- VIII. FOAL Book Lite:** Kate stated that a book light, which was previously discussed as a give away product to incentivize membership, would cost \$743 for approximately 550 units. Eva stated that she is worried about committing to another expense without much return. Kate stated that it is easier to work at membership events if she can hand something out to a potential member. Amy stated that a book lite, or something with a tangible benefit would help incentivize membership. Upon considering the book lite, the Board decided that Eva and David would look into additional options, such as a screen/glasses cleaner. Kate suggested inviting high school students participate in an art contest to design the next FOAL tote bag, or special stickers or buttons.
- IX. Library Staff Update:** (1) Library Pop-Up: Julia reported that the Library had opened a Pop-Up including several unique items, such as Go-Pro games, tool-kits, and tablets. The Pop-Up will move to a new location after 9 months. FOAL funds were used to support the opening ceremony. (2) Night of Horror: The Library is hosting a Night of Horror with local authors and a haunt. (3) Author Colum McCann is coming on October 19 and November 5 is the Puzzle Fest. (4) The Lit Up Ball is scheduled for March 2 and the theme is Harry Potter. Kate suggested that FOAL donate gift baskets to raise additional funds. The Lit Up Ball will be held at Clarendon Ballroom on a Thursday night.
- X. Meeting Adjourned:** 8:20 PM. Next meeting is scheduled for November 14, 2016.