

**Friends of the Arlington Public Library Board Meeting Minutes**  
**April 17, 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; Marty Pippins-Cherrydale Representative; Kate Schweigart-Glencarlyn Representative; David Evans-Plaza Representative; Eva Griffeth-Central Library Representative; Mike Beglinger-Columbia Pike Representative; Lynwood Sinnamon-Westover Representative; Shari Henry-Library Staff; Joni Sterne-Donation Processing Team; Marx Sterne-FOAL Member; Kelly Fado-FOAL Member
  1. This meeting was called to discuss book sale business.
  2. Kelly Fado was introduced to the Board.
- II. **Book Sale:** The Board discussed various logistical issues related to the book sale: (i) the garage is being cleaned (ii) Marx is purchasing the food, the amount will be increased; (iii) volunteers will be needed on Monday and Tuesday; (iv) the cash registers are all set and will be delivered on Monday or Tuesday before the sale; (v) Kate will take care of getting paper bags from Harris Teeter; (vi) Kate will handle advertising on social media (vii) Julia stated that anyone needing special accommodation during the sale should be directed to contact library staff; (viii) David will update membership information including PAYPAL, and will send a message to members on Tuesday; (ix) Nada provided a volunteer update.
- III. **Insurance:** Kate recommended that the Board purchase liability insurance. The Arlington County's insurance may not cover FOAL in certain circumstances. Kate stated that she would like to seek quotes for insurance coverage for FOAL activities and persons engaged in FOAL activities. The Board agreed that Kate should do so.
- IV. **Treasurer Report:** Jeremy reported that FOAL has executed a \$50,000 CDARS with Burke & Herbert Bank so that FOAL does not run into the FDIC limits. The CDARS will rollover once a month, so FOAL is protected. FOAL's audit is complete and tax return is in progress.
- V. **Westover Representative:** David Evans moved that Lynwood be accepted as FOAL's Westover Representative. All voted in favor, none opposed, the motion passed unanimously.
- VI. **Donation Processing Team:** Joni stated that the DPT needs an "allowance" to cover expenses such as cleaning and office supplies. The Board agreed that the DPT could have \$100 every 6 months for supplies and can access the Library volunteer budget if needed.
- VII. **Library Staff Report:** Julia discussed upcoming Library events, such as Arlington Reads.
- VIII. **Meeting Adjourned:** 8:06 pm.