

Friends of the Arlington Public Library Annual Meeting Minutes
June 20, 2017, 7:00 PM Maple Tree Room
Central Library

- I. **Call to Order:** 8:09 PM, Present: Kate Summers-President; Linda Goldberg-Vice President; Jeremy Pevner-Treasurer; Nada Sulaiman-Secretary; Marty Pippins-Cherrydale Representative; Kate Schweigart-Glencarlyn Representative; David Evans-Plaza Representative; Mike Beglinger-Columbia Pike Representative; Julia Karell-Library Staff; Sarah Campany-Library Staff; Kelly Fado-FOAL Member
- II. **Treasurer Report:** Jeremy distributed the “Friends FY2018 Budget” to the Board. Jeremy noted that administrative costs would be added to the budget later, and there are no funds included for staff scholarships at this time. The spring FOAL book sale did better than expected. Memberships and unrestricted donations, however, missed the FOAL target. If the book sale income continues to be steady, FOAL should be in good shape. Jeremy recommended that the Board review whether the Arlington Community Foundation continues to be a good place to have FOAL’s funds. FOAL pays \$14,000 to have its funds at ACF. The ACF did very well this year and offset other losses. Kate Summers thanked Jeremy for his service to FOAL. Kate Summers stated that no one has come forward to take over the challenging job of Treasurer of FOAL.
- III. **Library Report:** Julia distributed the “Friends Request for Youth Services FY2018 (July 1, 2017-June 30, 2018). The requested total is \$50,000, including \$27,000 for summer reading and \$23,000 for other youth services programs. The total Library budget is \$247,750. Certain additional expenses, including are \$42,000 for administrative expenses and \$1,200 for Puzzlefest will be added. Jeremy moved that FOAL adopt the Library proposed budget of \$247,750 with additional expenses. FOAL’s total budget will be \$346,925.
- IV. **Complete Back Office:** Kate Summers obtained a proposal from Complete Back Office or CBO for accounting support. CBO could provide support until a Treasurer is found. CBO, a local company, specializes in supporting non-profit organizations. The upfront cost would be significant, but the cost would go down once systems are in place. CBO anticipates spending 8-12 hours per month at \$95 per hour. Initially, however, CBO could spend 14-16 hours per month. David pointed out that FOAL has thus far been a volunteer organization and hiring someone to perform the treasurer’s tasks would change the character of the organization. Board members also expressed concern about the cost, in light of recent increased administrative expenses. Kate suggested a cap on the amount billed. In addition the practical operational aspects of the relationship with CBO need to be explored. Marty asked about the duration of any contract with CBO. It was agreed that the contract would be for 12 months and Board approval would be necessary to extend. Jeremy moved that the Board approve Kate Summer’s negotiation of a

contract with CBO. David seconded the motion, all were in favor, none opposed. The motion passed unanimously. Marty moved that FOAL approve an administrative budget for CBO in the amount up to \$25,000. Kate Schweigart seconded the motion. All voted in favor, none opposed. The motion passed unanimously.

- V. **FOAL Officers:** Jeremy and Nada served on the FOAL nominating committee and presented the proposed slate of officers: (i) Kate Summers, President, (ii) Linda Goldberg, Vice President, and (iii) Kelly Fado, Secretary. The President will appoint a Treasurer when a candidate becomes available. Jeremy moved that FOAL accept the slate of candidates, David seconded the motion. All voted in favor, none opposed, the motion passed unanimously. David moved that Board accept Nada as Westover Representative. Kelly seconded the motion, all voted in favor, none opposed, the motion passed unanimously.
- VI. **Memorial for Lynwood Sinnamon:** The Board decided create a memorial for Lynwood at Westover Library where he was a representative.
- VII. **Next Meeting:** Marty stated that he wanted to discuss a fundraising idea at the next meeting. Kate Summers also asked for a summer reading update. The Board decided to meet next on July 31 and September 7.