

**9/10/18**

**Friends of the Arlington Library (FOAL)**

**Meeting Minutes**

Present: Kate Summers, Judith Kindell, Sharyn Meister, Kelly Fado, Martin Pippin, Nada Sulaiman, Rob Hizon, Claire Christian, Gineane Goldsmith, Kate Schweigert, Laura Porter, Joni & Marx Sterne, and Peter Petruski representing the Library

**I. Call to Order:** 7:04pm

**II. Approval of Minutes:** Judy moved acceptance and the Board passed the minutes of July and August, with some edits.

**III. Book Sale**

The Board has contracted with Book Sale Movers to provide support for the October book sale. Neil is also taking on a greater role and working more hours to support the sale.

Marty reported that the cash registers have been ordered and paid for, and Rob agreed to come in the Monday after the sale and wrap and sending them back.

For spring sale, we will look at other options such as squares and perhaps renting a repeater/extender to enhance cellphone coverage if we go with a cellular sales option.

The Fire Marshall has asked that we leave more space between aisles, boxes cannot be stacked to the ceiling when stored in preparation for sales.

**IV. Volunteers**

Board members need to cover a minimum of three shifts.

Board agreed that 10 book maximum on Wednesday night will be maintained and asked Nada to state that in the info to volunteers up front.

**V. Treasurer's Report**

Audit is underway.

\$15k to do the audit; Can we switch to a comprehensive financial review one year and do a complete audit the next? Judy and Martin will explore this.

Complete Back Office continues to do a good job for us. There is a new staff member covering our account and we need to invite him to a meeting so we all meet him.

We have a directed donation from an estate for the Cherrydale Library; and we need to talk to the branch and see how they want to use the funds.

Historical documents – 4 boxes of files. We are leaving them in Peter's office, and we will go through them, in November starting at the November meeting.

## **VI. Open Discussion**

Cherrydale and Glen Carlyn are the least trafficked libraries. We need to talk to Diane to see how we can partner with the Library to get the word out about how much the community uses and relies on these libraries.

The cut in funding by the County Board was significant and we need to figure out how we can best use our money in this environment.

Lit Up Ball is in March at Shirlington Library. We need to start planning this as soon as we finish the book sale.

## **Adjourned: 8:25pm**

- VII.** On September 20, 2018, via email, the Board approved a proposal from Artisan Confections, a local chocolatier, to donate proceeds from a special holiday box of chocolates. They intend to do a new box each quarter with proceeds going to a local charity. FOAL will be the first and the box will have a literary theme and an insert that explains FOAL and our work on behalf of the Library. Boxes will be ready for sale after Thanksgiving. Acceptance was proposed in a motion by Kelly Fado, seconded by Sharyn Meister and approved by the Board. Voting: Kelly Fado, Sharon Meister, Judy Hijikata, Nada Sulaiman, Marty Pippin, Claire Christian, Rob Hizon, and Gineane Goldsmith.

## **Board Decisions in September 2018:**

- Approval of July and August minutes
- Approval of proposal by Artisan Confections for a holiday box of chocolates to benefit FOAL.

