

**Friends of the Milpitas Library Board Meeting  
September 13, 2016  
Meeting Minutes**

**Attendees:** Dana Arbaugh, Linda Arbaugh, Madelyn Lee, Bessie Louie, Melanie McInerney, Catherine Pelizzari. Stephen Fitzgerald and Nonie McDonald

**Guests:** Emma Karlen

**Absent:** Judy Duffy

Linda Arbaugh called the meeting to order at 7:00 pm.

1. **Approval of Minutes** - A motion to approve the minutes of the previous meeting was made by Melanie McInerney, seconded by Nonie McDonald, and passed with all ayes.
2. **Adoption of Agenda** - A motion to adopt the agenda (as amended) was made by Dana Arbaugh, seconded by Nonie McDonald, and passed with all ayes.
3. **Treasurer's Report** – Paper copies of the treasurer's report were distributed to all members present. A motion to accept the Treasurer's Report was made Dana Arbaugh, seconded by Melanie McInerney, and passed with all ayes.
4. **Old Business**
  - A. **Paypal Account** – Nonie McDonald reported that a mockup PayPal website has been set up but is not online yet; it should be ready by January 2017; Charles Key can set up a test page before then to be sure it works. It will need to include our bank routing number and our EIN (Employee Identification Number). Dana Arbaugh moved and Madelyn Lee seconded a motion for Nonie and Melanie to proceed with setting up the PayPal account. The motion passed with all ayes.
  - B. **Library Coffee Mugs – should we sell them?** Emma Carlin pointed out that we would be required to pay a sales tax on each one sold, which complicates sales, so this issue was tabled until the next meeting pending more information on how this can be handled.
5. **New Business**
  - A. **Should we increase the prices on materials in the nook?** – After some discussion, it was proposed to reduce the price of kids' picture books to 2 for a dollar, but no other changes. Madelyn Lee so moved, Dana Arbaugh seconded, and the motion passed with all ayes.
  - B. **VHS tapes – are they worth it? What are the results of the tally of sales over the past few months?** No specific sales tallies were quoted, but a motion was made by Dana Arbaugh and seconded by Madelyn Lee to not bother selling VHS tapes anymore; the motion passed with all ayes.
6. **Results/recap of the June Sale and the April Mini-Sale; any procedure needs change?**

No other changes were proposed; we will put the Asian books on the stage on Tuesday again as we did at the last sale, and also the Asian media.
7. **Upcoming book sale volunteer work schedule (set-up September 21, sale on September 23, 24, 25** — Linda Arbaugh circulated the sign-up schedule to Board members.

**8. Upcoming Book Sale Logistics**

- A.** Advertising: Milpitas Post, (Dana) direct mail, (Melanie) electronic billboard (done-Melanie), A-frame street sign (Nonie)
- B.** Signs: Interior posters & signs for sign holders, banners (Steve & staff)
- C.** Price Signs, including Sunday signs (Nonie)
- D.** Bookmarks with next Book Sale date on one side and the next (December 10) Mini-Sale date on the other side (Melanie). Melanie will also change the gray all-purpose FOML bookmarks to show the new library hours.
- E.** Room & Inventory Setup, tables (Steve will have the tables set up, Nonie oversees book setup)
- F.** Cashier Table Checklist (Bessie)
- G.** Volunteers: Sign-in sheet, nametags, instruction sheet for young adult floor workers (Bessie)
- H.** Plastic Bags/Grocery Bags (Nonie will check and order if necessary)
- I.** Surplus recycling: Elmwood, (Catherine will call Daislyn Pease); Veterans' Hospital (Dana, Catherine); Secondary Fiber bins (Melanie); Half-Price Books (Nonie); Salvation Army (Catherine); Rasputin (Nonie)
- J.** New Banner – issue tabled for next time
- K.** Donation of leftover books to prison in Southern California – idea rejected, too expensive to ship.

**9. Upcoming Book Sale Media Price Review** – there were no changes to the pricing.

<b>Media</b>	<b>Regular Price</b>	<b>Bargain Day</b>
CDs	\$1.00 each	\$0.50 each
Audio books on tape	\$1.00 each	In bargain bag
Audio books on CD	\$2.00 each	\$1.00 each
DVDs/VCDs/BluRay	\$2.00 each	\$1.00 each
Software, games	\$1.00 or as marked	50% off
Multi-disc VCDs & DVDs	Priced as marked	50% off

**10. Community Librarian Report** – Steve Fitzgerald reported the good news that the Milpitas City Council authorized funding to open the library 71 hours per week, up from 52 hours. He also distributed a handout that also said that the Library has been selected to receive a WWI and America grant, that circulation and membership continue to rise, and that children’s programs are ever more popular. He also showed a sample of library bookmarks with funny caricatures of staff members that he would like to have made.

**11. Reminder** – FOML Board meeting October 11 followed by lunch at Casa Azteca. After discussion, it was decided we would meet on October 22 at 11:00 am for a brief business meeting and then go out for lunch afterwards. This meeting’s agenda will include more ways to handle coffee mug sales, sign-ups for the December sale, insurance, and Board elections.

**12. Next Book Sale Date** – September 23, 24, 25.

**13. Adjournment** – A move to adjourn was made by Dana Arbaugh, seconded by Nonie McDonald, and passed with all ayes. The meeting was adjourned at 8:20 pm.