

**Friends of the Milpitas Library Board Meeting
October 22, 2016
Meeting Minutes**

Attendees: Dana Arbaugh, Linda Arbaugh, Madelyn Lee, Bessie Louie, Melanie McInerney, Catherine Pelizzari.

Absent: Judy Duffy, Nonie McDonald

Linda Arbaugh called the meeting to order at 11:00 am.

1. **Approval of Minutes** - A motion to approve the minutes of the previous meeting (as amended to correct the spelling of Emma Karlen's name) was made by Melanie McInerney, seconded by Dana Arbaugh, and passed with all ayes.
2. **Adoption of Agenda** - A motion to adopt the agenda was made by Dana Arbaugh, seconded by Melanie McInerney, and passed with all ayes.
3. **Treasurer's Report** – Treasurer Judy Duffy was absent, so no Treasurer's Report was presented.
4. **Old Business**
 - A. **Library Coffee Mugs – should we sell them?** Dana Arbaugh moved that we do not sell library coffee mugs, Catherine Pelizzari seconded the motion and the motion passed with all ayes.
 - B. **FOML Bookmarks – change hours with stickers?** Because there is a new website address to add, the "patron" category to remove, and some formatting changes to be made to the bookmarks, Dana Arbaugh moved and Melanie McInerney seconded the motion to get new bookmarks with all the new information printed for January, when the new hours start, and use the old ones until then. Passed with all ayes. The old ones can also be used in each book placed on reserve to be picked up.
 - C. **Remove "Patron" as a membership category?** To accomplish this change, mentioned in the item above, it will be necessary to amend Article 3, Section 2 of the By-Laws of the Friends of Milpitas Library. Melanie McInerney moved and Catherine Pelizzari seconded a motion to make this change to the by-laws; the motion passed with all ayes.
5. **New Business**
 - A. **Should we adjust the prices on materials in the nook?** After a brief discussion, it was decided not to change the prices on materials in the nook.
 - B. **Half-off sale once a month?** Dana Arbaugh made a motion to enact this proposal and Madelyn Lee seconded it; the motion passed with all ayes.
 - C. **Insurance Status?** Dana Arbaugh recommended that the Friends should continue the insurance coverage that we have as long as it does not go over \$1200/yr. He made a motion to this effect, it was seconded by Melanie MacInerney and passed with all ayes.
 - D. **Add a regular October meeting? And lunch?** A motion to add a meeting in October on a Saturday at 11 am, on a date to be determined at the September meeting from now on, was made by Madelyn Lee, seconded by Dana Arbaugh, and passed with all ayes.

- E. Hold the election of the FOML Board in October instead of January?** This motion to have the election at this meeting and to elect the following Officers and Board of Directors was made by Dana Arbaugh, seconded by Madelyn Lee, and passed with all ayes.

The following Board members were elected:

President:	Linda Arbaugh	
Vice President:	Madelyn Lee	
Treasurer:	Emma Karlen	
Secretary:	Catherine Pelizzari	
Membership Chair:	Melanie McInerney	
Publicity:	Dana Arbaugh	
Book Sale Coordinator:	Nonie McDonald	
Board Member-at-Large:	Bessie Louie	
Board Member-at-Large:	Judy Duffy	
Community Librarian:	Stephen Fitzgerald	:

6. Results/recap of the September Sale; any procedure needs change?

Strongly recommended that we need to have more one-dollar and five-dollar bills in the change box but no vote was taken. Also to stop using prices for DVDs that include \$0.25 and \$0.75, because they are too hard to divide in half for half-price Sundays.

7. Upcoming children's/holiday book sale volunteer work schedule (set-up Friday, December 9, sale on Saturday, December 10, 10-4). 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 (Melanie), A-frame street sign (Nonie)
- B.** Signs: Interior posters & signs for sign holders, banners (Steve & staff)
- C.** Price Signs (Nonie)
- D.** Bookmarks with next Book Sale date on one side and the next (January) Sale date on the other side (Melanie).
- E.** Room & Inventory Setup, tables (Steve will have the staff set tables set up, Nonie oversees book setup)
- F.** Volunteers: Sign-in sheet, nametags, instruction sheet for young adult floor workers (Bessie)
- G.** Plastic Bags/Grocery Bags (Nonie will check and order if necessary)
- H.** Cash Box Logistics (co-ordinated)

9. Next Board Meeting – Tuesday, January 10, 2017, at 7 pm.

10. Next Book Sale Date – January 27, 28, 29, 2017

11. Adjournment – A move to adjourn was made by Dana Arbaugh, seconded by Nonie McDonald, and passed with all ayes. The meeting was adjourned at 12:15 pm.