

**Friends of the Milpitas Library Board Meeting
January 10, 2017
Meeting Minutes**

Attendees: Dana Arbaugh, Linda Arbaugh, Steve Fitzgerald, Emma Karlen, Madelyn Lee, Bessie Louie, Nonie McDonald, Melanie McInerney, Catherine Pelizzari

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

1. Adoption of Agenda – A motion to adopt the agenda was made by Melanie McInerney, seconded by Nonie McDonald, and passed with all ayes.

2. Approval of the Minutes – A motion to approve the minutes of the October 22, 2016 board minutes was made by Dana Arbaugh, seconded by Madelyn Lee, and passed with all ayes.

3. Treasurer's Report – Was presented by Emma Karlen. A motion to accept the Treasurer's Report was made by Nonie McDonald, seconded by Dana Arbaugh, and passed with all ayes.

4. Old Business

A. Setting up Paypal account – Nonie will work on that with Charles Key some time during the coming January sale.

B. Update on insurance – Dana presented the bills for the insurance against injury to volunteers and against liability of Board members. Total cost increased \$3.00 from the previous year. Judy Duffy has already paid these bills.

C. Half-off sale once a month - Will be held on the 15th of each month, or convenient date closest to it, i.e. the 14th for February (Valentine's day sale), but the 15th for March. Catherine will make signs for the public and for Library staff to alert them.

5. New Business

A. Community Librarian's report and wish list – including an increase of \$500 to total \$1000 to Silicon Valley Reads. A motion to fund this wish list was made by Melanie McInerney, seconded by Madelyn Lee, and passed with all ayes.

B. Donation to Santa Clara County Library District Foundation (SCCLDF) – This group supports the bookmobiles in all the SSCL district and sponsors a joint project with Second Harvest Food Bank to provide snacks and books to read for kids in underprivileged neighborhoods. A motion to donate \$1000 to this organization was made by Melanie McInerney, seconded by Dana Arbaugh, and passed with all ayes.

C. Treasurer records on Mac or new PC for Emma – Discussion. It was decided it would be much simpler to purchase a new PC for Emma, which would then contain all Treasurer records and be passed on to subsequent Treasurers, than to move records back and forth between Macs and PCs belonging to different treasurers.. A motion to fund purchasing the computer was made by Dana Arbaugh, seconded by Madelyn Lee, and passed with all ayes

D. Budget for 2017 – including **items B. and C. above**. A motion was made by Melanie McInerney and seconded by Dana Arbaugh to pass the suggested budget. Passed with all ayes.

E. Citibank bank account signature change: add new Treasurer Emma Karlen and delete former Treasurer Maria Scoles from the bank's authorized signature list. A motion to make this change was made by Melanie McInerney, seconded by Nonie McDonald, and passed with all ayes.

F. Consider hours of sale in light of newly extended library hours. After discussion, a move was made by Dana Arbaugh and seconded by Nonie McDonald to change the hours of sales on Sundays to 10am-4pm from the former hours of noon-4pm. The motion was passed with all ayes

6. Results of the September and December sales: any procedures we need to change?
No suggestions were offered.

7. Upcoming book sale volunteer work schedule (set-up January 25, sale January 27, 28, 29).
Linda passed the work schedule around so that those who had not signed up could do so.

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 (Nonie)
- C. Price Signs, including Sunday signs (Nonie)
- D. Bookmarks with next Book Sale – double-sided with next mini-sale date on the other side (Melanie).
- E. Room & Inventory Setup, tables (Steve will see that the tables are 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: Secondary Fiber bins (Melanie); Half-Price Books (Nonie); Salvation Army (scheduled - Catherine); Rasputin (Nonie)

9. Next Board Meeting Date: Tuesday May 16

10. Adjournment

Dana Arbaugh moved, Emma Karlen seconded a motion for adjournment; passed with all ayes.
Meeting was adjourned at 8:45 pm.