

**Friends of the Milpitas Library Board Meeting  
September 7, 2017  
Meeting Minutes**

**Attendees:** Dana Arbaugh, Linda Arbaugh, Steve Fitzgerald, Madelyn Lee, Nonie McDonald, Melanie McInerney, Catherine Pelizzari

**Guest:** Gregory Barnes

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

- 1. Adoption of Agenda** – A motion to adopt the agenda was made by Dana Arbaugh, seconded by Nonie McDonald, and passed with all ayes.
- 2. Approval of the Minutes** – A motion to approve the minutes of the January 10, 2017 board minutes was made by Madelyn Lee, seconded by Melanie McInerney, and passed with all ayes.
- 3. Report from Visitor** – Gregory Brown, Director of Secondary Education for MUSD, described a program that in coordination with the Milpitas Library Children's Programs, works to improve reading readiness in young children up to kindergarten age, a factor that greatly influences how well children do as they progress through school. He asked for \$1,000 from the Friends to fund this program. A motion was made by Dana Arbaugh and seconded by Linda Arbaugh to provide this amount for the program; the motion passed with all ayes.
- 4. Treasurer's Report** – Treasurer Emma Karlen was absent on vacation, but she had provided complete accounts of the FOML's financial status to members; no vote was taken to accept the report.
- 5. Old Business**
  - A. Half-off Sale once a month** – has not yet been implemented yet. After discussion it was decided to have a half-off book sale in the nook every Saturday beginning October 7.
- 6. New Business**
  - A. Change in the price of media**

After the presentation of the changes, Nonie McDonald moved and Madelyn Lee seconded the motion to make the following changes; the motion passed with all ayes.

    - a. The prices of media will change as follows:
      - DVDs & VCDs: 1-2 discs - \$1; 3-5 discs - \$2; 6-10 discs - \$3; 11 or more discs - \$4
      - CDs: 1-2 discs - \$.50; 3-5 discs - \$1; 6 or more discs - \$2
    - b. On bargain Sundays at the book sale, media will go in the bag at no extra cost.
  - B. Should Friday night be open to all?**

After discussion, no action was taken on this proposal.
  - C. Schedule of big sales and mini sales for the rest of 2017 and 2018:**
    - a. Mini-sales:

In 2017 we should have a Holiday book sale of Children's and Christmas books December 2 or 9. In 2018 we should have a children's book sale on the Day of the Child celebration, April 21 or 28 and a mid-August (just before school opens) sale of books for teachers and children.
    - b. Main sales:

In 2018 will be held on January 26, 27, and 28; June 1,2, and 3; and September 28, 29, and 30.
  - D. Ideas to increase FOML membership numbers**

Discussion postponed until our next meeting.
  - E. Community Librarian Report**

Steve Fitzgerald presented information about small electric vehicle-powered bookmobiles that a few other Santa Clara County libraries are acquiring; reported that the summer reading program

had been a great success, and that the library had earned three “Best of Milpitas” mentions in the upcoming issue of the Milpitas Post.

#### **7. Upcoming book sale volunteer work schedule**

Linda Arbaugh passed around the work schedule to attendees to fill in the times that they can work at the September sale.

#### **8. Upcoming book sale logistics**

- A. Advertising: Milpitas Post (Dana); direct mail (Melanie); electronic billboard (Steve Fitzgerald); A-Frame Street Sign (Steve)
- B. Signs: Interior posters & signs for sign holders, banners (Nonie, Melanie)
- 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 check with Manuel to 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 (Nonie)
- A. Plastic Bags/Grocery Bags – we have enough on hand
- B. Surplus recycling: Secondary Fiber bins (Melanie); Half-Price Books (Nonie); Salvation Army (scheduled - Catherine); Rasputin (Nonie).

**9. Next Board Meeting Date:** October 21 or 28; to address board elections; insurance renewals, and increasing membership. Meeting will be held at Giorgio’s Restaurant’s back room, or if unavailable, at the library with lunch afterward at Giorgio’s.

#### **10. Adjournment**

Nonie McDonald moved, Linda Arbaugh seconded a motion for adjournment; passed with all ayes. Meeting was adjourned at 8:30 pm.