

Friends of the Milpitas Library Board Meeting
January 9, 2018
Minutes

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

1. Adoption of agenda

A motion was made by Melanie McInerney and seconded by Dana Arbaugh to accept the agenda with the addition of Item 6F; passed with all ayes.

2. Approval of minutes from the October 22, 2017 board meeting

A motion was made to approve the minutes of the previous meeting by Dana Arbaugh, seconded by Emma Karlen; passed with all ayes.

3. Election of Member-at-Large

A motion was made by Catherine Pelizzari and seconded by Nonie McDonald to elect Farhana Sharmeen to the position of Member-at-Large; passed with all ayes.

4. Treasurer's report

Emma Karlen summarized the treasurer's report, which she had made available to board members. Year-end totals showed about \$1,000 less was spent than the allocated budget for 2017. The FOML's total assets are now around \$61,000. Dana Arbaugh moved and Catherine Pelizzari seconded the motion to receive the treasurer's report; passed with all ayes.

5. Old business

A. Half off sale every Sunday

Nonie McDonald made a nice big sign and Robert Bright had it laminated, that is now displayed in the Nook to publicize these sales, which seem to be doing well; no specific numbers were available.

B. Confirmation of insurance coverage

Dana Arbaugh received confirmation of our acceptance from the insurance company; Emma Karlen has the bill, which she will now pay; coverage is about \$1,000 a year, about the same as last year.

6. New business

A. Budget for 2018

Based on expenses for last year and new requirements, a new budget for 2018 was proposed. It included items B and C below.

B. Library request for funding for furniture for lobby area.

Steve Fitzgerald explained that the area by the main entrance from the street (where food and drink are allowed) is always crowded and that more chairs and tables are needed. He showed a plan for where the new furniture would go, and a photo of what the new chairs would look like (although they would not be the red color shown in the photo).

C. Donation to Santa Clara County Library District Foundation

Steve Fitzgerald also recommended a donation to the SCCLDF.

D. Community Librarian report.

Steve Fitzgerald presented a report of library activities in the past several months and the ones coming up in the future. He mentioned that the Smithsonian has shown online how many comments Milpitas patrons posted on the Human Origins display when it was here last year, more than those posted at other libraries that the display visited. He included a report prepared for the Library Commission showing notable increases in the Milpitas Library's circulation, attendance at events, number of people entering the library, and library cards issued during the past year.

He also announced that a passport application facility will be set up at the library by April, using the former copy room next to the Friends Room (which will preclude any further use of that copy room for book storage, a problem that will need to be addressed).

E. One-day sale in April

The one-day book sale was set for Saturday, April 21, and reservations were made for this event in the Group Study Room A for Friday, April 20, noon to closing time and Saturday, April 21, 10 am to closing time. Books to be sold will include children's books, cookbooks, and possibly mysteries.

F. Forum

Linda Arbaugh announced that the 15th Annual Friends, Foundation, Endowments & Commissioners Forum, to be held this year on Saturday, February 3, will feature two excellent speakers, one on "Listening to Trump's America" and the other on "Data-Driven Libraries." She recommended this forum especially to Board members.

7. Upcoming book sale volunteer work schedule (set-up January 24, sale January 26-28)

Linda Arbaugh passed the sign-up sheet around for those who were present.

8. Upcoming book sale logistics for the January 26, 27, and 28 book sale

A. Advertising: Milpitas Post (Dana Arbaugh), direct mail (Melanie McInerney), electronic billboard (Steve Fitzgerald), A-frame signs (Nonie McDonald)

B. Signs: Interior posters & signs for sign holders, banners (Steve Fitzgerald)

C. Price signs, including Sunday signs: (Nonie McDonald)

D. Bookmarks with next Book Sale date (June 1-3), double side with next Mini-Sale date: (Melanie McInerney)

E. Room and Inventory setup, tables: (Nonie McDonald)

F. Cashier Table Checklist: (Bessie Louie)

G. Volunteers: sign-in sheet, nametags, instruction sheet for young adult floor workers (Bessie Louie)

H. Grocery Bags: Nonie McDonald will order one more package of them

I. Recycle bins: Melanie McInerney will order

J. Leftover books: Nonie McDonald will contact Goodwill, Steve Fitzgerald will take paperbacks to the prison

9. The next FOML Board meeting will be on Tuesday, May 8, at 7pm at the library.

10. Adjournment: Emma Karlen moved and Madelyn Lee seconded the motion for adjournment at 8:10 pm; passed with all ayes.