

Friends of the Milpitas Library Board Meeting
May 8, 2018
Minutes

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

1. Adoption of agenda

A motion was made by Nonie McDonald and seconded by Melanie McInerney to accept the agenda; passed with all ayes.

2. Approval of minutes from the January 9, 2018 board meeting

A motion was made to approve the minutes of the previous meeting by Melanie McInerney, seconded by Nonie McDonald; passed with all ayes.

3. Treasurer's report

Because Emma Karlen is away on vacation, Dana Arbaugh is doing the treasurer's job and requested and received information needed to do so.

4. Old business

A. One-day sale in April

This sale in April generated \$802 in revenue.

5. New Business

A. Dates of September sale

FOML will hold the September book sale on September 28, 29, and 30. Nonie will be away after the Wednesday of setup and will return the Monday after the sale, so we will need to do the setup on the Tuesday before the sale, so that Nonie can do pre-sale scanning on Wednesday. We will need to reserve the Multipurpose Room for both Monday and Tuesday after the sale to make sure of enough time for the post-sale scanning and picking; we will not pack up the leftovers on Sunday night.

B. Note from Charles Key

Charles suggested that we take over ownership of the [milpitasfol](http://milpitasfol.com) domain name, which is currently owned by Melissa Louie, so that we securely own this asset and not lose it if payment is not made. If it is not possible to transfer this account, we should acquire the domain name friendsofthemilpitaslibrary.org, which is available. Mail to the earlier one can easily be redirected to the newer one.

Linda will obtain Melissa's contact information so that Charles can ask Melissa to transfer the domain name to the Friends, and if that is not possible, then he can set up the new one.

Dana will ascertain whether there is a Friends debit card, needed to pay for a new domain name and/or pay its monthly fee. Nonie moved and Dana seconded a motion to get the new domain name if necessary; passed with all ayes.

C. New equipment

The computer currently used for scanning books at the book sale is a loaner from the library, and Robert Bright suggested to Nonie that it may not be available in the future when it is needed by the Friends, so it would be desirable to buy a new one.

If we want to be able to allow buyers to use credit cards at the sales, we need to have a tablet for the Square or other scanning application; as more and more people rely on credit cards, we should buy a tablet as well. Nonie will do some research and recommend a scanning company for us to use. Funding for these purchases will have to wait for later, when more funds are

available.

D. Community Librarian Report

- Steve Fitzgerald presented a report of recent library activities, including that the passport services are up and running and quite busy, VITA helped 175 Milpitas residents with taxes, over 144 students from Rancho and Thomas Russel Middle Schools participated in the pop-up library, 36 children made beautiful little terrariums in jars for Earth Day, the April 19 Day of the Child/Day of the Book was a success.
- Future library projects include acquiring 20 to 25 laptops that patrons can check out and return, and setting up offsite "vending machines" from which patrons can check out books in other places.
- Overall circulation, event attendance, number of new patrons and number of people entering the library are up from last year.

E. Next mini sale date will be Saturday, August 11 from 10-4 in Group Study Room A; setup will start at mid-day on Friday, August 10.

6. Upcoming book sale volunteer work schedule (set-up May 31, sale June 1, 2, 3)
Linda Arbaugh passed the sign-up sheet around for those who were present.
7. Upcoming book sale logistics for the June 1, 2, and 3 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 (September 28, 29, 30), double side with next Mini-Sale date: (Melanie McInerney)
 - E. Room and Inventory setup, tables: (Nonie McDonald)
 - F. Cashier Table Checklist: (Nonie McDonald)
 - G. Volunteers: sign-in sheet, nametags, instruction sheet for young adult floor workers (Melanie McInerney)
 - H. Grocery Bags: Nonie McDonald says we have enough for the next sale
 - I. Leftover books: Nonie McDonald has contacted Goodwill to take leftover books.
8. The next FOML Board meeting will be on Tuesday, September 11, at 7 pm at the library.
9. Adjournment: Nonie McDonald moved and Dana Arbaugh seconded the motion for adjournment at 8:14 pm; passed with all ayes.