

**Friends of the Milpitas Library Board Meeting**  
**September 11, 2018**  
**Minutes**

Present: Dana Arbaugh, Linda Arbaugh, Steve Fitzgerald, Jeannine Hammersly, Emma Karlen, Madelyn Lee, Nonie McDonald, Catherine Pelizzari, Farhana Sharmeen

1. Adoption of agenda

A motion was made by Dana Arbaugh and seconded by Madelyn Lee to accept the agenda; passed with all ayes.

2. Treasurer's report

Emma Karlen distributed the treasurer's report to the Board members by email earlier; in person she had some questions about some library expenses, which Steve Fitzgerald explained. Madelyn Lee then made a motion to accept the treasurer's report, Nonie McDonald seconded, and it passed with all ayes.

3. Approval of minutes from the May 8, 2018 board meeting

A motion was made to approve the minutes of the previous meeting by Dana Arbaugh, seconded by Madelyn Lee; passed with all ayes. Emma Karlen abstained because she had not been at the May 8 meeting.

4. Old business

A. Report on June sale

The sale went well; although the total intake was not record-breaking it was good.

B. Report on August one-day sale

This mini sale in August generated around \$800 in revenue, also good.

C., Credit Card Sales

The options to use credit cards using a Square sales device (cost \$10, fee per transaction 2.74%) or a PayPal sales device (cost \$15, fee per transaction 2.75%) were discussed. Dana Arbaugh moved and Madelyn Lee seconded a motion to implement the Square credit card device with Nonie McDonald and Emma Karlen as the registered owners of the device and to use it for the January sale but only if the amount being charged is \$10 or over. Passed with all ayes.

5. New business

A. Next one-day sale

The next one-day (Christmas-themed) book sale will be held in Study Room A on Saturday, December 8; children's programs are being held the same day, which should attract customers.

B. Dates of sales in the year 2019

In the coming year, the three-day sales will be held on January 25, 26, and 27; on June 7, 8, and 9; and on September 27, 28, and 29.

C. Review of purchasing/request procedures

The purchase form needs to be revised, which Steve will do, so that Emma can send a scan to Steve so that Steve can sign for and assign a category to purchases for the library.

D. Request from member of Curtner PTA

A member of the Curtner School PTA requested that FOML hold a sale of children's books at Curtner; this was discussed but found to be too difficult; it was decided to notify Curtner's administration and PTA, and those of the other Milpitas schools, that if they want to get free books to sell or give away, they must come after 4pm Sunday to our big sales and take away all the children's books they want; those books will otherwise go to Goodwill. This decision was moved by Catherine Pelizzari, seconded by Madelyn Lee, and passed with all ayes.

E. Community Librarian Report

Steve Fitzgerald reported that the Milpitas Library's summer reading program this year attracted even more sign-ups than did the Cupertino Library's – a celebration-worthy feat. He also distributed the schedule for September programs at the library. The "Everbright" light wall outside the Children's Activity Room has been a big draw for visiting children; it will be there for 3 months.

6. Upcoming book sale volunteer work schedule (set-up September 25, sale September 28, 29, 30). Linda Arbaugh passed around the work schedule and members signed up for work times.
7. Upcoming book sale logistics for the September book sale
  - A. Advertising: Milpitas Post (Steve Fitzgerald will send the data to Dana Arbaugh, who can get a discount on the ads), direct mail (done, Steve), electronic billboard (done, Steve), A-frame signs (Nonie McDonald; we need to buy two more large A-Frames)
  - B. Signs: Interior posters & signs for sign holders, banners (done, 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 will order. No new plastic bags needed.
  - I. Leftover books: Nonie McDonald has contacted Goodwill to take leftover books.
8. The next FOML Board meeting, a brief meeting for election of officers, will be on Saturday, October 20, at Giorgio's Restaurant.
9. The next regular Board will be on Tuesday, January 8, 2019, at 7 pm at the library.
10. The meeting was adjourned at 8:03 pm.