

Friends of the Milpitas Library Board Meeting
January 8, 2019
Minutes

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

1. Adoption of agenda

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

2. Approval of minutes from the October 20, 2018 board meeting

With two amendments: (1) the second sentence in Item 6 should be moved to Item 5 and (2) the number of tickets mentioned in Item 7 should be changed from 500 to 250, 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

Emma Karlen distributed the treasurer's report to the Board members and went through the items of note. Overall the budget is looking good—although some items were over budget, other items were under budget and some checks were never cashed. There is currently \$49,800 in the checking account. FOML will no longer get any percentage from sales at the vending machines, because a different company now provides them. Dana Arbaugh made a motion to receive the treasurer's report, Madelyn Lee seconded, and it passed with all ayes.

4. Budget for 2019 – Karen & Emma

The Board went over the budget for 2019, based on last year's budget, and changed the items that needed to be changed, including book sale income estimates (lowered slightly), estimated expenses, including adding a tablet to be used for credit card sales (about \$500), and higher budgeting for operating expenses and postage. Some of the donations made in the past were removed from the list, as was the Library's Wish List.

5. Recap of the December 1-day sale – 30 boxes of books were sold; the sale did well, although it was not record-breaking.

6. One-day sale in April – will be on Saturday, April 27. There is a dance event scheduled for the afternoon, but perhaps a children's event can be scheduled for the morning. Steve will reserve the rooms, and talk to Diana about scheduling the children's event.

7. Incident during the December 8 sale; how can we prevent this from happening again?

A customer claimed that he got change for a smaller bill than he had actually given the cashier; he later claimed that the bill had been even larger than he'd claimed the first time. Always having two people at the cash box and always having the bill in sight until after the change has been given are two strategies that can prevent this sort of thing from happening.

8. Nook sales: should all items there (including DVDs and special-price books) be half-priced on Sundays? Advantages: would move material faster. (We currently have many items in the workroom waiting for space to open up on nook shelves, especially in the special-price section.) It would also make sales simpler for the clerks. This would bring the price for DVDs in line with what we now charge during the sales, but leave it higher during the week.

It was decided to start new half-pricing of DVDs as well as books on Sundays, and to start a new section of special-price books for \$8, as well as the existing categories of \$3 and \$5; these books would also be half-price on Sundays. This new Sunday pricing will start the first Sunday in February. The motion to do so was made by Madelyn Lee, seconded by Catherine Pelizzari, and passed with all ayes.

9. Coupon on book sale mailers to allow members to benefit from Sunday sale prices one day they choose? This would be a benefit of being a member of FOML. It would allow members to shop in the nook for one-half off their purchase up to a \$10 discount. It would need to be used prior to the next book sale. This would be in addition to getting into the big sales on Friday night. After discussion of how the coupon might be made, this item was tabled until the next meeting.

10. Work schedule for January book sale – Linda Arbaugh passed around a schedule for board members to sign up for the hours they would work at the book sale.

11. Progress on being able to offer payment via credit card

Charles Key has found and set up a site for “Friends of the Milpitas Library.org” on a hosting site for non-profits called Kualo.com. Dana Arbaugh moved and Nonie McDonald seconded a motion to repay Charles the \$43.00 he paid for this; passed with all ayes. Charles also suggested setting up an FOML account on gmail.

Insurance Update

There are two insurance policies; both are rolling over with no increase in price. One invoice has been paid, and Dana Arbaugh will contact the company and ask them to send second invoice so that can also be paid.

12. Upcoming book sale logistics for the January book sale

A. Advertising: Milpitas Post: (Dana Arbaugh, who can get a discount on the ads), direct mail: (done, Steve Fitzgerald), electronic billboard: (done, Steve Fitzgerald); A-frame signs (Nonie McDonald; we need to buy another large A-Frame)

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 double sided 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. No new grocery bags or plastic bags needed.

I. Leftover books: Nonie McDonald has contacted Goodwill to take leftover books; Steve Fitzgerald will talk to Elmwood. Linda Arbaugh will coordinate to make sure not overly many volunteer youth show up on Sunday to pack up the books after the sale.

13. Community Librarian Report

Steve Fitzgerald distributed the schedule for upcoming events.

14. Upcoming events

Book sale – January 25, 26, 27 2019

Book sale – June 7, 8, 9 2019

Book sale – September 27, 28, 29 2019

9. The next regular Board Meeting will be on Wednesday, May 15, 2019, at 9:30 am at the library.

10. At 8:35 pm, a motion was made by Dana Arbaugh to adjourn the meeting; it was seconded by Karen Armendariz and passed with all ayes.