

Friends of the Milpitas Library Board Meeting
May 15, 2019
Minutes

Present: Dana Arbaugh, Linda Arbaugh, Karen Armendariz, Steve Fitzgerald, 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 January 8 board meeting

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

3. Treasurer's report

Karen Armendariz distributed the treasurer's report to the Board members and said that overall the budget is looking good. Melanie McInerney made a motion to receive the treasurer's report, Nonie McDonald seconded, and it passed with all ayes.

4. Old business

Coupon on book sale mailers as benefit of membership?

After discussion, the board decided that a coupon (good for 1 free bag of books with the purchase of one five-dollar bag of books at the Sunday sale) sent to members along with the September book sale mailers would probably bring in a few more buyers and get rid of more books. Dana Arbaugh so moved, Madelyn Lee seconded, passed with all ayes.

5. New business

A. Keep or drop Kim Parker plant service?

After discussion, it was decided to keep this service, even though Kim Parker no longer runs it. Melanie McInerney so moved, Dana Arbaugh seconded, passed with all ayes.

B. Donation to Family Resource Center?

Last year we donated \$2,000; it was decided that this year we should donate \$1,000 and make sure we invite them to come after the sales to pick up books that they can use for their clients. Dana Arbaugh so moved, Nonie McDonald seconded, passed with all ayes.

C. Book sale schedule: do we want to add Thursday night? After discussion, it was decided to add Thursday evening 7-9 pm for members only (access from the back door, as we have been doing on Friday night sales); have the sale open to all on Friday afternoon, 2-6:30 pm; and continue the Saturday and Sunday sales with the same hours as before. This new schedule will begin with the January 2020 sale; we will have advertising about this at the September sale. Nonie McDonald so moved, Dana Arbaugh seconded, passed with all ayes.

D. Book sale price structure: do we want to revise?

The only sale price to be changed is to sell CDs at 25 cents each or 5 for a dollar at the sale. Melanie McIntire moved, Nonie McDonald seconded the motion, passed with all ayes.

E. Report on one-day sale on April 27

Sales total was \$605, including the amount taken with the new credit card scanner.

Members noted that it would be a good idea to always have these children's books sales on a day when a major child-centered event is happening in the library; not the case this time. August 10 was suggested for next 1-day book sale. [Steve Fitzgerald later found it was not the best date in terms of child-centered activities, August 24 may be better.]

F. Dates of September sale – Friday-Sunday, September 27-29, 2019

G. Community Librarian Report – Steve Fitzgerald passed out a list of current library activities and reported that the installation of all-new lighting, using LEDs to replace fluorescent lights, is almost finished. A project to update the interior paint will begin next month, and there will be a major upgrade to the audiovisual system in August.

H. Discussion about best times for board meetings and how to recruit more board members; we did decide that board meetings should start at 10 am in the future.

6. Upcoming book sale volunteer work schedule (set-up June 5 and sale June 7, 8, 9)
Linda passed around the schedule for Board members who wanted to sign up.

7. Upcoming book sale logistics

A. Advertising: Milpitas Post: (Dana Arbaugh); Milpitas Beat: (Linda Arbaugh); direct mail: (Melanie McInerney); electronic billboard: (Steve Fitzgerald); A-frame signs: (Nonie McDonald); books sale flyers: (Steve Fitzgerald)

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

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 and Nonie McDonald)

H. 1 bale of grocery bags needed - Nonie McDonald will order.

I. Leftover books: Nonie McDonald will contact Goodwill to take leftover books; Steve Fitzgerald will talk to Elmwood about whether they can accept more books.

8. The next regular Board Meeting will be on Wednesday, September 11, 2019, at 10:00 am at the library (in Study Room A, this time, because our usual meeting room was booked).

17. At 11:04 am, a motion was made by Melanie McInerney to adjourn the meeting; it was seconded by Nonie McDonald and passed with all ayes.