

Friends of Beatley Library - Minutes

December 6, 2016

Attendees:

Dar Davis, VP
Laura Kopelson, VP Membership
Diana Price, Library Staff
Samantha Palmieri, Library Staff
Stuart Lamson, Treasurer
Babs Waters, Member
Gary Hacker, Book Sale Committee
David Chapman, Book Sale Committee
Jill Sidford, Book Sale Committee
Kathleen McCollum, Book Sale Committee
Annabelle Reitman, Book Sale Committee
Rebecca Hughes, Secretary
Nancy Blanton, VP Book Sales

7:05 pm meeting called to order by Dar Davis

- Introductions of participants
- Approval of Minutes from October:
 - **MOTION:** Approved with amendments as noted by email.
- Handouts for October:
 - See above.

REVIEW OF ACTION ITEMS (ALL):

End of year review of open items. (Complete indicates action taken as described. Closed indicates action no longer needed, overcome by events (OBE), etc.)

11.20.14 – page 6 – establish a directory of Friends... we have for booksale list, and we have all friends on Gmail list, and Laura has membership list. COMPLETE.

Page 7, 2nd item – Join the friends membership flyer has been addressed by trifold has taken place - COMPLETE

Page 7 grant proposal – this is OPEN/KEEP: we've discussed, but there's been no resolution, Grant Writer ... do we still need it? Is it a priority is it important? What do we do with it? Follow up with Cindy – decide if we should renew this ask, or if we just move it off

Page 10 – CDs, DVD flash sale – we chose not to do that at fall festival due to proximity to booksale – CLOSED

Page 10 – investigate city of Alexandria of events calendar... Dave (Chapman) did this, Nancy talked to Cindy about this, and it was submitted for eNews, but was lost in process; Friends have submitted; CLOSED. City eNews subscription, library notifications – but Friends cannot control this directly. Make this a regular activity for Anton to do for book sales, as a minimum activity. Note: this is not the Library FaceBook page – this is specifically the eNews. Prefer to have it Monday or Tuesday prior to Book sale.

Page 10 – plan to transfer to online payments – COMPLETE

Page 10.15.05 – Work with Cindy to move forward – CLOSED

Page 10.15.6 – Booksale bounced check/dealer – COMPLETE

Page 11 – Joe Tilton – Amazon.com equipment account; friends signed up for their own account, this is attached to Joe’s personal credit card; this appears to be OBE. CLOSED

Page 12 – final item, functional leadership individually contact people who indicated volunteer interest – this has been done by Laura through a contact every few months, COMPLETE

Page 15 – NANCY open item – KEEP: invite Anton to Friends meeting to build collaboration; need to go through Cindy to arrange invite to participate

Page 15 – NANCY keep item OPEN for student engagement for TC Williams; Gary has provided Volunteer Alexandria outreach (volunteer coordinator from the library). Katie Dowel is new volunteer coordinator. Local students – school outreach is what Nancy will do.

10.04.16 – CLOSED

10.04.16.01 – Chuck to email Alexandria gazette reporter; neither of those invited came, but we did have Alexandria Detention Center rep come and take photos – they posted to their website. Anton was going to pick that up and promote it; partnership between library and detention center COMPLETE

Page 16 – Chuck to provide info on liability requirements. Chuck went back to Eileen, past president; she sent information to Chuck – consider this COMPLETE

Fundraising committee: What do we do with this? Keep a plan to in place to have a set of criteria for when we see declines in certain areas, we ‘activate’ the idea? Or, do we try things now to see what works, so we are not caught in a difficult position. OPEN



NOVEMBER 2016
FRIENDS.pdf



November 2016
Pledge Report.pdf



October 2016
Pledge Report.pdf



OCTOBER 2016
FRIENDS.pdf

Reports:

- **Staff Update (Diana, Sam)**

- [DIANA]
- Numbers have been climbing on Summer Reading Program: increased from 10 programs in 2014 to 58 programs in 2016, and served 1921 youth and 701 adults.
- Curiosity Creates grant from Friends used to bring in educational and engaging toys and technology including robots, computers, ipads, and teaching engineering skills
- Teen services coordinator Isaiah West – lots of teen programs planned, already creating calendar – West has worked with Minnie Howard with Graphic Novel book club; working with librarian at TC Williams
- Weekday performances budget is higher because performer prices are increasing so the budget is reflected; same for Saturday performers. (Evening performances were not drawing the same numbers as Saturday performances).
- Line for new technology to reserve space for something to be identified that is new/emerging technology, similar to steer robots that are not just fun, but programmable
- Prizes were not used much last year – not determined what we'll do with the prize budget, may be reduced
- Looking at Science kits again this year
- Sign up incentives like bookmarks, plastic bags/bookbags with summer reading logo –doubles as advertising
- Participation numbers: up from 143 children in 2014, to 1768 in 2016 – all rec centers are participating, so many children in community are joining through these programs
- Public Library association considers 10% participation highly successful, less for urban areas is considered successful – we are at 20%!!!
- Why only run 3 Saturday programs if they're successful? Friends are willing to fund additional Saturday programs if there's an interest and desire.
- Seeking performers that are addressing the needs of different age ranges
- Attendance on ages 6-12 shows has increased to >100 attendees over last year
- Satellite rec centers that are smaller don't get their own shows – Diana has been inviting these coordinators to participate in the Beatley shows as an alternative
- Coordinating reading program with All Alexandria Reads to ensure books are aligned across programs
- **Friends extend kudos to the Staff for outreach and collaboration with rec centers and schools!**
- [SAM]
- Numbers are going up across the board, due to increased program consumption and upkeep of technology, e.g., Cindy purchased a 3D printer so we need to continue to acquire supplies as well
- Left room in Adult Services budget for new things that we expect to come up
- Mercy Street, Civil War Medical Museum, other displays – planning to be able to grow successful programs and experiment with new ones
- We want to partner more with children's and teens programs – talking with Isaiah about recent graduates that are between the high school and adult program worlds

- Home school program planned with student and adult speakers simultaneously – how can students learn and parents also learn to support them better, given the large number in this area
 - AAR – All Alexandria Reads book chosen: Priceless, how I went undercover to rescue the world’s stolen treasures. Ex-FBI agent who started the FBI art crimes unit. Applies to many different types of readers, from true crime to art to history, to culturally-significant items like flags. Childrens books also selected “I’m the best artist in the ocean”, “William and the missing masterpiece”, “Chapter book”, and “Tokyo Hiest”. Renee and Diana have been in talks with author of FBI book about coming for a talk – he’s based in PA.
 - Fall festival and Maker Fest again
 - Fall for the Book is planned again; we had strong response so look to increase involvement
 - Concert Series: new request; in discussion with coffee-house type experience supported throughout the library system in the model of SummerQuest, AAR, etc. and there’s very good success – this is a new way to extend this idea. “Friction Farm” first proposed group.
 - 3D printer selected and ordered: bundle including basic materials
 - Crick-Cut (“cricket”) laser cutting device arrived and is in use – holiday cards have been created for distribution to a local Veterans Home (sample cards shown at meeting). Cuts different types of vinyl, clothing appliques, etc.
 - Cindy met with Extron regarding the audiovisual system for streaming media – this system is more expensive than the prior system investigated, but has tremendous capacity
 - **ACTION ITEM:** ask Cindy to schedule a “demo night” for Friends to experience the various tools that the library has purchased recently and deployed, so we can see/experience/work with them.
 - Cindy will provide new price update coming from Visual Sound – this will come at the next meeting in January.
 - **MOTION:** approved for budget as submitted, as requested, with a recommendation to revisit the children’s programming and suggest to submit an additional ask for extending Saturday programs, other children’s programs.
- **Membership Update (Laura)**
 - \$840 dues collected
 - 10 memberships processed including 10 new, 4 renewals, on a mailing of 70.
 - 3 Membership renewals received for December already.
 - December often brings additional donations – last week, we have received a \$500 donation outright.
 - November Memberships renewal number was inflated due to last year Fall booksale, but most of those did not renew. This is a cyclical situation.
 - Received 10 undeliverable membership “thank you” letters back from postal service. These addresses were correct as addressed. How to validate addresses? Recommendation: ensure sign-ups are legible when submitted – ensure that the person receiving the membership checks the writing with the Friend
 - **ACTION ITEM:** look at membership e-form to replace mailings – simplify process “green”/paperless applications and renewals (volunteer needed)
- **Finance (Stuart)**
 - \$62,420.93 balance as October

- Total Cash on Hand: \$98,071.56 (checking and savings combined)
- Friends of Alexandria Library -> incde
- Pledge report as of end of November: total cash on hand is now >\$100k
- Uncommitted funds as of 10/31: \$73,731.81, with reserve fund of \$20k contingency leaves a remainder of \$53k to spend for the library *in addition to* the camera.

- **Book Sale Update (Nancy)**

- Book sale special financial report:
- Total for June 1-November 30 including all flash and online sales: \$26,981.43
- “Online and racks” book sales of special and vintage books June – November total over \$6,000.
- Gershwin autographed book of sheet music: \$500 offer made, but on hold for additional offers
- Standard book sale report:
- Cindy “thank you” party for book sale volunteers was a great success.
- Nancy thanks the staff for the Thank You notes, and they have been posted in the sorting room!
- Book sorter training 18 attendees, including 3 new ones, on November 30th
- Chris and Randy invited to training and presented on what to look for to ‘flag’ special books
- Estate donation coordinated ahead of time – 13 boxes of books – was processed on a special sort day
- Amendment to Nancy’s email: end reminder sale on Dec. 9th, per request of Cindy, vs. Dec. 22nd
- One rolling shelf has a broken wheel; this is critical to sorting process – unable so far to fix it
- **MOTION**: approved for Stuart to purchase new rolling shelf, not to exceed \$300.

- **New Business (Dar):**

- Per the bylaws, we need to have a nominating committee: call for volunteers on the committee:
 - Volunteers are: Rebecca, Annabelle, Babs
 - Nominating committee must present slate of candidates in 90 days (March)
- Dar, Jill, and Cathy McCullum began work on a Strategic Plan, with intent to bring draft to the board in January for input
- **ACTION ITEM**: nominating committee must deliver the slate of nominees by April 4.

NOTE: Bylaws have been submitted to the government and will be effective January 1, 2017.

- **Wrap-up Comments (All)**

Adjournment 8:30 pm

Book Sale Report

Nancy Blanton, VP Book Sale

December 6, 2016

- Our Fall Book Sale Thank You Party, November 9th was a huge success. Everyone enjoyed the covered dish treats. Cindy Thornley had lunch with us. She and Renee gave us library goody bags and provided a yummy thank you cake. She also brought thank you notes from the staff, which have been posted in the sorting room. We appreciate Cindy and the staff's support!
- 18 people attended our book sorter training on November 30th, including three new volunteers. The sorting schedule is being updated for 2017.
- Special thanks to our two online book sellers, Chris Todd and Randy Jennings for coming to the training, making special presentations about books they handle and answering volunteer questions related to sorting.
- We are beginning to receive end-of-year book donations and have had overflowing carts and bags of books in the hallway. Everyone is working extra time to take care of them. I especially appreciate everyone who came in on Friday to accept a donation of 13 boxes of books and get them sorted.
- The Remainder Sale will end on December 22. Until then, money from the sale of those books counts toward the Fall Book Sale.
- One of our steel rolling shelves is broken. Hopefully Stuart Lamson, who purchased it for the Friends, will be able to get a part to fix it. Until then, please do not put any books on that shelf.

November 2016 Membership Data

--10 memberships processed —4 new and 6 renewals—plus one donation.

--\$840 in membership dues received.

--8 memberships up for renewal in December. Letters sent out November 28.

--Observations:

**December is traditionally a month that brings in larger than usual donations (\$1,000 and \$2,000).

**The number of November memberships up renewal was inflated by memberships sold during the book sale, the majority of which did not renew.

**There were 10 undeliverable membership renewal or thank you letters returned by the Postal Service. This may reflect a mobile population. We need to consider asking to see proof of address when selling memberships at the book sale. At a minimum, we need to check booksale membership applications for legibility before issuing an admission ticket.

Item	Date Created	Action Item	Assigned To	Planned Completion	Status
10614.2	10/6/14	Library Fall Festival was scheduled on Yom Kippur this year – need to raise awareness to not support/endorse programs scheduled on major holidays	Exec Committee to raise w/Staff	12/31/14	Complete
10614.5	10/6/14	Betty requests transparent ‘corner bumpers’ to protect newly-painted corners – needs discussion	Exec Committee to raise w/Staff	12/31/14	Complete
10614.9	10/6/14	Fundraising Committee to be started	Exec Committee	1/31/15	Open
10614.10	10/6/14	Carol will photograph auction books for social promotion before put in case	Carol	12/31/14	Open
10.614.11	10/6/14	Invite Jessica to future meeting to discuss options for expanding (silent auction)	Exec Committee	12/31/14	Open
10614.12	10/6/14	Group consensus to investigate multi-year membership, lifetime membership options (amended 11/3: include discussion of increased Friends fee & tiered fees; paypal on website)	Exec Committee w/ Friends	12/31/14	Complete
11314.5	11/3/14	Create a plan to increase teen attendance, e.g., start a book swap day, advertise to schools; leverage “re-use/recycle” theme	Booksale volunteers & Cindy/Renee	ongoing	Open
11314.6	11/3/14	Devise campaign to target outreach to local CCRC/Assisted Living facilities (see also Action Item 11314.7)	Gary & Annabelle	2/28/15	Complete
11314.7	11/3/14	Monday AFTER sale set aside “Senior Hours” where books are all on tables, and none on the floor to ease their access & avoid conflict with time (see also Action Item 11314.6)	Gary, Annabelle, Betty	3/30/15; revised to 9/7/15	Closed – <i>discussed and agreed to close 9/2016</i>

		*Nancy requests update for Fall sale			
11314.9	11/3/14	Carol to photograph and post the Silent Auction item for November – need to identify item	Betty, Carol	11/14/14	Open
11314.10	11/3/14	Discuss providing ability to accept Paypal for dues and donations – on Friends FB page, vs. setup a website, etc. (see also Action Item #10614.12)	Friends w/assist from Renee & Cindy	1/31/15	Complete
11314.11	11/3/14	Establish a directory of Friends contact info – “opt out” email blast, to facilitate collaboration among the Friends	Nancy, Rebecca (cc: David)	1/31/15	Open
11314.14	11/3/14	Gary request to have stickers “Compliments of Beatley” for coffee table books distributed to local CCRC/Assisted Living facilities	Renee	12/31/14	Open
011515.1	1/5/15	Consider to solicit sponsorships for Teen Writing Program – e.g. car dealerships, restaurants, etc.	Cynthia	Ongoing	Open
020215.1	2/2/15	What is the cost of a plaque for meeting room	Cindy	3/2/2015	Open – <i>deferred due to other priorities</i>
020215.1	2/2/15	West End Market has reached out to Beatley requesting to have a “Holiday Market” indoors at Beatley – Cindy to follow up with Marketing leadership on their request	Cindy w/David	Ongoing	Closed – <i>not allowed due to City rules</i>

020215.1	2/2/15	Working on by-laws, looking for assistance through Library, pro-bono	Cindy w/Chuck	3/2/15	Complete – <i>Matthew Sutter engaged, 9/2016</i>
030215.4	3/2/15	Cindy and Renee to discuss honoring Marjorie (e.g., plaque)	Cindy, Renee	6/1/15	Open
030215.5	3/2/15	Rebecca & Gina to come up with 1/3 cardstock “Join Us!” Friends Membership flyer by 3/10, to facilitate converting new volunteers to Friends members	Rebecca w/Gina	3/9/15	Complete (by Laura, Nancy)
040815.1	4/8/15	Post general photo of the book auction box/stand to the website for library and friends, with an update monthly what book is being auctioned (and min. bid, if applicable)	Carol & Library website POC (Cindy)	6/2/15	Open
040815.2	4/8/15	Create or have made a sign that is more visible to post with the book auction stand, to draw attention	Richard & Rebecca (tbd)	6/2/15	Open
040815.3	4/8/15	Work with staff to find location to move book auction box to more visible location in the flow of foot traffic	Cindy w/Staff	6/2/15	Open
040815.4	4/8/15	Cindy and staff to discuss the idea of Friends funding a grant/proposal writer on-demand to create better leverage of funds	Cindy w/Staff	6/2/15	Open
050415.3	5/4/15	Cindy to bring proposal for Friends funding of outreach to local Ethiopian and other ethnic communities	Cindy/Carol	6/2/15	Open

050415.5	5/4/15	Small reception to be held for Book Sale volunteers, funded by the Friends	Betty	6/2/15	Complete
060115.1	6/1/15	Cindy to quote Friends on price and scope of 3D printer build-out process (due for July meeting); estimate is \$550-1350 class fees.	Cindy	7/6/15	Complete
060115.2	6/1/15	For July meeting, Cindy will provide a recap of what's been funded, and what's left, so the Friends can vote on the priorities and specific requests.	Cindy	7/6/15	Complete
060115.3	6/1/15	Cindy will follow up on Children's authors living in Alexandria, Marfay Feurgeson Delano, and Professor Elizabeth Clark Lewis.	Cindy	7/6/15	Open
060115.6	6/1/15	Work on the idea of a bi-monthly "info sheet" with strong visual appeal	Cindy, Rebecca, Gina	8/3/15	Open
070615.1	7/6/15	Suggest complete action item list as historical record, while moving Completed items to separate list to keep Minutes manageable.	Rebecca	8/3/15	Completed / In process (ongoing)
070615.2	7/6/15	Have a flash sale at Fall Festival & also feature the membership for Friends & promote the Nov. booksale	Nancy & Cindy	8/3/15	Closed – <i>flash sales are regular feature now</i>
070615.4	7/6/15	get an estimate for a new wall safe, bigger and easier to access than the current one, before we progress with the installation	Betty, w/Nancy & Cindy on-call	8/3/15	Complete
070615.6	7/6/15	for Fall Festival, consider to bring in 'characters' and get photos in front of murals – with a hand-sign for "I'm a Friend of Beatley	Cindy	9/7/15	Complete

		Library!" or similar, to create social media buzz			
070615.7	7/6/15	Richard will talk to friends who are Master Gardeners to find out more about Alexandria Garden Club groups (Garden Club of Virginia local chapter?), to discuss options for the garden renovation and volunteer management	Richard	9/7/15	Complete
070615.8	7/6/15	collect regular attendees email and phone for Friends' activities involving 'regular' meeting attendees	Rebecca	8/3/15	Open
070615.9	7/6/15	add a Friends' membership message for the Library main website	Chuck w/Cindy	8/3/15	Open
070615.10	7/6/15	set up Friends' table for new sign-ups during Election voting period when many people are in the library	Kenneth w/Laura	8/3/15	Closed
080315.1	8/3/15	Patty add to email distribution list	Rebecca	9/8/15	Complete
080315.2	8/3/15	Standardize titles used in minutes "Attendees" section for consistency - use VP titles vs. 'lead'	Rebecca	9/8/15	Complete
080315.3	8/3/15	Send Cindy name of photobooth vendor for consideration for Fall Fest	Rebecca	9/8/15	Complete
080315.4	8/3/15	send electronic copy of Staff report monthly, for distribution	Cindy	9/8/15	Complete
080315.4	8/3/15	Stuart and Chuck to meet at 7pm Wed, 8/5 to review tax prep	Stuart & Chuck	8/5/15	Closed

080315.5	8/3/15	Nancy to provide Friends with code for reference	Nancy (to Chuck)	9/8/15	Closed – <i>no one requested code to review books via our online account</i>
080315.6	8/3/15	CDs/DVDs/Books flash sale of over-stock items at Fall Festival weekend; consider to set up in breezeway [also Membership will be represented]	Nancy/Book Sale Committee	9/8/15	Complete
080315.7	8/3/15	Review minutes for assigned action items and be ready with updates	ALL	9/8/15	Complete
090815.1	9/8/12	Send email to Carol for posting of video to FaceBook	Chuck	11/2/15	Open
090815.2	9/8/12	coordinate promotional content with Communications (Anton, Cindy) to Library's communications team	Chuck	11/2/15	Open
090815.3	9/8/12	Find out where are booksale yard signs stored? (Nancy ask Betty)	Nancy	10/5/15	Complete
090815.4	9/8/12	Investigate City of Alexandria inclusion of events in City Website & Calendar of Events (Dave/Nancy)	Nancy/Dave	11/2/15	Complete <i>(see notes for 12/16 meeting for details)</i>
10.05.15.1	10/5/2015	Come up with a plan to transfer online payments for memberships to the membership committee	Laura + Carol	TBD – by the time online payments enabled	Complete

10.05.15.2	10/5/2015	Work with Cindy to move forward	Chuck	11/2/15	Closed
10.05.15.3	10/5/2015	Spring book sale – 1 check bounced from a book dealer; no remediation has happened. Nancy/Stuart to provide name to Laura and ensure this person is NOT able to participate in Fall book sale.	Nancy w/Stuart & Laura	11/2/15	Closed
10.05.15.4	10/5/2015	Friends of Library week event - 2pm-8pm, 2 or 3 people requested to assist, <u>especially after 4pm</u>	ALL – contact Laura to confirm your participation	11/2/15	Closed
10.05.15.5	10/5/2015	Add fine print to Facebook page to advise that all book sale and media sale content sold are donations, not from Library	Carol	11/2/15	Open
10.05.15.6	10/5/2015	Cindy will provide the full report has actual engagement feedback	Cindy	11/2/15	Complete
10.05.15.7	10/5/2015	Children’s area funding, Teen, and Adult programs unspent funds – why have the expenditures not been consumed? Friends is carrying \$1500+ to close out on children’s alone...	Cindy w/Stuart	11/2/15	Closed
10.05.15.8	10/5/2015	AMAZON.com equipment and account is currently maintained by Joe – Friends signed up for own Amazon.com account to be able to scan books when going through donations... equipment is not being used, and Amazon account not being used... it’s been on Joe’s credit card account; Joe would like to delete	Joe w/Nancy	11/2/15	Closed

		the account. Will de-activate account			
11.02.15.1	11/2/2015	Chuck to send Eileen's briefing on why Friends should be an independent organization to Cindy, Richard, Carol, and Laura	Chuck	12/7	Complete
11.02.15.2	11/2/2015	Include bookmark in new member packets	Laura + Nancy	12/7	Complete
11.02.15.3	11/2/2015	Rebecca to set up a separate meeting for a short-term "tiger team" to create a plan in November, with January start of work. (Chuck, Richard, Kenneth, Annabelle, volunteer with Cindy as POC for Library Staff)	Rebecca	12/7	Complete
11.02.15.4	11/2/2015	With Elections, keep an eye on new council members for follow-up post-election (Advocacy)	Chuck	12/7	Open
12.07.15.01	12/7/2015	Chuck and Betty to discuss Council participation in Friends' meeting	Chuck, Betty	2/1	Complete
12.07.15.02	12/7/2015	Functional leadership to individually contact Friends' members who indicated an interest in volunteering on their renewal form (Contact info sent to leadership by Laura via email)	All Functional Leadership	2/1	Complete (by Laura)
12.07.15.03	12/7/2015	Stuart to create a line item placeholder for funding for sponsorship of Fall for Books (George Mason), due next summer	Stuart	2/1	Complete
12.07.15.04	12/7/2015	Post-Fall book sale, Friends' have available revenue of ~\$42k (and increasing) to spend, and need	Cindy	2/1	Complete

		new ideas to commit those funds against. E.g., adult area redesign; garden furniture replacement; etc....			
12.07.15.05	12/7/2015	There are marks and dings appearing in children's area and wall murals –need to expedite procurement and installation of corner-covers. [<i>Secretary's note: there is an open item 10614.5 for the original request; this action to expedite is to draw new attention to the need.</i>]	Cindy	2/1	Complete
12.07.15.06	12/7/2015	Betty will call Eileen to make a good-faith effort to obtain by-laws documentation and other legal documentation pending from turnover of leadership (2014)	Betty	1/31	Complete
12.07.15.07	12/7/2015	Betty to provide former Duncan contact information for attorney to finalize by-laws, and Richard to assist with research for selection of attorney to support the de-coupling from the Library non-profit group	Betty	2/2	Closed – <i>OBE (overcome by events)</i>
01.04.16.01	1/4/2016	Library Staff to provide talking points for 1/23 rd Libraries advocacy meeting to Chuck	Cindy	NLT 1/20	Closed
01.04.16.02	1/4/2016	Laura to provide addresses of members who don't have, or haven't provided email addresses at registration, to Chuck, to distribute By-Laws for review	Laura	3/1	Closed
01.04.16.03	1/4/2016	Cindy to email Stuart list of Pledges	Cindy	1/5	Complete
01.04.16.04	1/4/2016	Carol to send Chuck a paragraph 'teaser' to remind people to LIKE	Carol	2/1	Open

		Friends content to include in next Friends communication			
01.04.16.05	1/4/2016	Rebecca to send Carol photos of Thank You Cards for posting on FB	Rebecca	2/1	Open
01.04.16.06	1/4/2016	Outreach and volunteer request to get on a list of those with SUV or van or truck who would be willing to assist in large-volume book pickups and drop-offs [ONGOING/ ROLLING ITEM]	Carol, Nancy, Kenneth...	TBD	Open
02.01.16.01	2/1/2016	Friends' ask Cindy to provide more information on what "Services" are included in the cost of annual maintenance, as this is outside of warranty repairs	Cindy	Prior to approval of budget request	Complete
02.01.16.02	2/1/2016	Cindy to provide details of what is included in the proposal, and ask to City for funding	Cindy	Prior to approval of budget request	Complete
02.01.16.03	2/1/2016	Cindy to request Sean to provide detailed proposal for cost breakout.	Cindy	Prior to approval of budget request	Open
04.05.16.01	4/5/16	Compact shelving has never had maintenance, and has had some functionality issues – request to recommend the Library solicit quotes for someone to come in and perform maintenance IF city capital funding is not available for this	Nancy	None assigned	Complete
05.03.16.01	5/3/16	Cindy needs volunteers for additional work on the garden – will send text to Chuck to solicit	Cindy/Chuck/Carol	May	Complete

		for assistance; also send to Carol for Facebook			
05.03.16.02	5/3/16	Cindy requests support to promote the Garden Party from Friends – both regular supporters as well as City Council members – Cindy to provide text to Chuck and Carol, Chuck to distribute	Cindy/Chuck/Carol	May	Complete
06.07.16.01	6/7/16	Nancy to invite Anton to a Friends meeting to build collaboration	Nancy/Anton	September or October	Open
06.07.16.02	6/7/16	Volunteer coordinator from Library could potentially help us to identify ways to work with local students & contact Marion Bruncan w/Volunteer Alexandria	Gary	September or October	Open
06.07.16.03	6/7/16	Request for Chuck to raise issue of lack of press outreach and PR visibility for Library for work being done	Chuck		Complete / ongoing
07.12.16.01	7/12/16	Rebecca and Chuck will draft a message to attorney and Chuck will send	Rebecca		Complete
07.12.16.02	7/12/16	Need volunteers to water the large potted plants (hoses are in place) & perform weeding	Cindy		Open
9.05.16.01	9/5/16	Cindy to come back on “wrap” mural for door to garden	Cindy		Open
9.05.16.02	9/5/16	Tote bag marketing - recommend to order a sign to advertise they are available (at the booksale)	Nancy	October 20	In Process
10.04.16.01	10/4/16	Chuck to email Alex. Gazette reporter photo & info to promote Sale; Nancy/Cindy	Chuck, Nancy, Cindy	October 14	Complete

		provide photos and content; see photo of Bookmark, attached			
10.04.16.02	10/4/16	Laura to confirm Kenneth availability for evening shift	Laura	October 17	Complete
10.04.16.03	10/4/16	Cindy to provide update on cost of high-frequency use 3D printer for Library <i>NOTE: the Friends encourage the staff to evaluate the variety of capabilities, material consumption efficiency, and longevity of printers as well as materials and machine cost when making a recommendation, e.g., desktop-run professional level printing from http://formlabs.com/ \$2500-\$3500 supports making jewelry, entertainment figures, machined parts, and uses the higher-detail SLA technology but with materials that don't require a UV cure.</i>	Cindy	December 31	Complete?
10.04.16.04	10/4/16	Recommendation to provide a bigger scale logo to “Fall for the Book” for next year to increase visibility of our participation	Cindy	End of Q2/17	Open
11.01.16.01	11/1/16	Chuck to provide info on bylaws liability requirements	Chuck	January 2017	Complete
11.01.16.02	11/1/16	Chuck has 3 minutes to speak in front of the Council in January: would like to come up with some new ideas for talking points from Library Staff	ALL/Staff	January 2017	Open
12.01.16.01	12/6/2016	Ask Cindy to schedule a “demo night” for Friends to experience the various tools that the library has purchased recently and deployed, so we can see/experience/work with them.	Diana	February	Open
12.01.16.02	12/6/2016	look at membership e-form to replace mailings – simplify process “green”/paperless	TBD	TBD	Open

		applications and renewals (volunteer needed)			
12.01.16.03	12/6/2016	Nominating committee must deliver the slate of nominees by April 4	Rebecca, Annabelle, Babs	April 4	Open
01.01.17.01	1/3/17				
01.01.17.02	1/3/17				
01.01.17.03	1/3/17				
01.01.17.04	1/3/17				
01.01.17.05	1/3/17				
01.01.17.06	1/3/17				
01.01.17.07	1/3/17				