

FRIENDS OF THE PALO ALTO LIBRARY

BOARD OF DIRECTORS MEETING

Minutes for Wednesday February 12, 2014

1. The meeting was called to order at 9:01 by President Peter Dehlinger in the FOPAL Annex.

2. Roll Call

Present: Tom Clark, Nancy Cohen, Peter Dehlinger, Charlotte Epstein, Nigel Jones, Ann Justice, Gerry Masteller, Frank McConnell, Karen Neier, Jim Schmidt, Camille Sarrant, Steven Staiger, Ed Walker

Absent: Gretchen Emmons, Verna Graham, Martha Schmidt, Tom Wyman

Guests: Monique le Conge, Bob Moss, Eric Howard (Assistant Library Director)

3. Agenda Approval

The agenda was approved with the addition of a proposal to establish a Board Personnel Committee and an update on the receipts by Nigel.

4. Minutes of January 2014 Retreat

The minutes were approved with the request that the retreat reports be attached to the minutes.

5. Library Director's Report - Monique le Conge

The city terminated its contract with Flintco for the Mitchell Park Library which leaves the bond surety company now responsible for fulfilling the bond. This is an unusual situation as the bond surety usually only becomes responsible as a result of a contractor going bankrupt. It may be difficult to find a contractor willing to take over possible unknown liabilities. Mitchell Park is unlikely to open before summer.

There was a question from the board as to whether the city has learned anything from the Mitchell Park experience. Monique replied that the city was required by law to accept the low bidder which was Flintco. At the time of the bid the company was a reputable international firm but was later sold off. Requirements were added to the bid for Main to eliminate firms that didn't have the appropriate experience.

Main is on schedule and should open by end of 2014. The assumption is that all construction will be completed by the end of 2014. The summer reading program will take place again in temporary space which worked well last summer.

Link+ will restart at Downtown any day now but will not yet include media. By starting at Downtown the system will not have to be dropped when Mitchell Park closes.

6. LAC Report - Bob Moss

LAC work is on hold until Mitchell Park is completed. One of the issues they will be considering is what literature people want and what programs are wanted. Council wanted to know how PA circulation per square foot compares to other cities. Circulation is greater at PA than at Menlo Park and Mountain View though we have two branches closed.

Monique commented that the library has expanded the foreign language section and created a section on local authors which is receiving good response. The results of the survey for the library conducted by Orange Boy have not yet been released.

7. President's Report

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## 7. President's Report

The three blueprints from the retreat - sales, publicity and cost - should be available to all board members. The reports can be brought to board meetings and referred to so we can judge how we are doing. Sales is done and publicity is ready for discussion today. Cost will also be considered today.

## 8. Reports of officers/committees

### 8.1 Treasurer - Karen

Total book sales income for January was \$24633.66. Total book sale expenses were \$26470.98, leaving a net book sale loss of \$1837.32. Total other income was \$5795.91 and other expenses were \$0 for a net total income without grants of \$3958.59.

Expenses were about \$10,000 higher in January due to some special issues such as an insurance payment of \$2636, 3 pay periods instead of 2, an early payment for the mobile unit rentals, and some additional phone charges. Expenses for next month should return to normal.

Karen is now creating a report following the completion of the Saturday sale to be emailed to people who want the sale information as quickly as possible.

There was a brief discussion of whether we should consider discontinuing snacks for the volunteers which cost \$150 per month. The general conclusion was that people would notice if the snacks were no longer available and that the cost is worth the goodwill.

The phone service has been changed to Sonic from ATT for a small monthly saving.

Tom Clark will be reimbursed for the 1700 miles that he put on his truck last year doing book pickups for FOPAL.

Camille announced that she is probably leaving the area in September to attend graduate school so it will necessary to find a new assistant treasurer. It was suggested that the President should establish a Nominating Committee whose first charge would be to find an Assistant Treasurer. They would then stay together to develop a slate later in the year. The Nominating Committee should consist of two board members but not the President and one non board member. Karen volunteered. John Melton from the previous Nominating Committee will be asked again. Jim indicated that he does not want to serve.

### 8.2 Retreat reports

The HV report and the Publicity reports have previously been distributed to the board.

There was a discussion on how to monitor employees, create goals, and provide evaluations.

The board was in executive session from 9:55 AM to 10:30 AM.

As part of the consideration of FOPAL's costs, Jim gave a brief overview of FOPAL's rental costs. FOPAL has 5 leases - 2 on the modular buildings, 2 for the ground leases under the modular buildings and a lease for the Bargain Room. We don't pay anything for the ground leases and we don't pay for utilities but we pay rent to a private company for the 2 modular units and we pay the city for the Bargain Room. Altogether we have about 10,000 square feet which costs us about 48 cents per square foot. All leases expire on 31 December 2014. The city and the school district have not come to an agreement on a plan for the Cubberley property. Any agreement will likely have an impact on our lease situation.

The motion was passed that the discussion on establishing a Personnel Committee is postponed for a definite time to the March board meeting.

Jim volunteered to serve on a Personnel Committee.

### 8.3 Book Sale - Nancy (Janette was absent from the board meeting)

There will be another member early sale in July with the same format as the December event.

A customer/dealer approached Janette wanting to purchase leftovers from the Bargain Room. Janette will discuss in more detail with the customer.

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We received a large donation from Xerox Parc and there are 47 more shelves to be picked up on Friday. The donation has contained many valuable items.

The Los Altos Friends group is hosting another lunch for various local friends groups to discuss common issues.

There was a work day in the High Value area on January 20. The area has been completely reorganized and items are now easy to find. Ed is now acting as the librarian.

Some new chairs and carts have been purchased.

The Special section on Soviet Materials sold well and other special sections will be considered in the future.

There are some new volunteers for HV working on fulfillment.

## 9.0 Other business

### 9.1 Website launch and administration - Ann

Fopal.org was launched this month. Ann considers this to be a work in progress.

Liz Storey will become the webmaster.

After some discussion it was decided the the treasurer reports need to be available to members not just volunteers which means they will be available to the public. We are committed to transparency so this is appropriate. Ed has the reports starting from January 2011 on a thumb drive which he will provide to the webmaster.

There was a discussion that making our financial data about the sales might be a security risk. The security issue will be take up by the Book Sale Committee.

There are currently some FOPAL documents in Cloud storage. We need to look over these items and decide what needs to be public and what doesn't.

### 9.2 Storing FOPAL documents on the website - Charlotte

Charlotte was not aware of the documents on Cloud storage so this discussion was postponed. She will look at the content on the Cloud before the next discussion.

### 9.3 Other

Nigel reported on his analysis of the weekend receipts. There are about 750 invoices per weekend with 70% from Saturday and 30% from Sunday. The average invoice is for \$14.

The December member sale had 26 lifetime members. There was no indication that members spent significantly more than non members.

## 10.0 Adjournment

The meeting was adjourned at 11:20 AM.

Respectfully submitted,

Charlotte Epstein  
Secretary

