

FRIENDS OF THE PALO ALTO LIBRARY
BOARD OF DIRECTORS MEETING

March 12, 2014

FOPAL Annex

1. Call to order

The meeting was called to order by President Peter Dehlinger at 9:03 AM.

2. Roll Call

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

Absent: Gretchen Emmons, Verna Graham, Camille Sarrant, Tom Wyman

Guests: Monique le Conge, Janette Herceg, Eric Howard, Bob Moss

3. Agenda Approval

Agenda approved with the addition of a discussion of the Personnel Committee in executive session.

4. Minutes of February Board Meeting Approval

The minutes were approved with the correction of the spelling for Personnel.

5. Library Director's Report - Monique le Conge

Big D Construction has been hired by the insurance surety and the city to complete the Mitchell Park project. The agreement was signed last week. Big D was the backup contractor and the contractor for the Art Center project. A schedule should be presented to the city in a few weeks. There is a list of 2500 items that need to be fixed.

Monique and Eric toured Main last week. The project is on schedule and should open by December. Last week the access from Newell was closed. There is now a book drop return at Children's to help with the parking lot situation at Main.

Link+ was restored last week at Downtown and will be there until Mitchell Park reopens. People have complained about parking at Downtown. Downtown is open two nights a week when parking is more available.

In April there will be three vacancies for library commissioners on the Library Advisory Commission. Applications are open until March 24.

There was a question about the budget for next year. Monique replied that it will probably be status quo but that includes \$50,000 for books that has become part of the baseline. The budget is about 7 million for 5 libraries.

Renaming Main Library will be the last item on the council agenda for next Monday.

Monique passed around a hardcopy of the City of Palo Alto Performance Report for FY 2013 which is also available online. The report provides information on the costs, quality, quantity, and timeliness of City services.

6. Library Advisory Commission (LAC) Report - Bob Moss

The new contractor for Mitchell Park estimates about 4 months for work once they start.

There was a question concerning the start of the school year when it would be desirable for Mitchell Park to be open. School will resume on August 18.

\$ 900,000 has been spent on storage for items that were intended to be in use at Mitchell Park by now.

LAC still prefers Rinconada as the name for Main and has written a formal letter to the council.

LAC wants to get the public involved in decisions at Mitchell Park with regard to meeting rooms and programs but this project must wait until Mitchell Park reopens.

Two of the current LAC commissioners whose terms are expiring will not be reapplying. It is difficult to get volunteers.

There was a question regarding the mission of the LAC. It serves as a common point of contact for the staff, public and council. LAC learned that the public wanted libraries open past 6PM and they successfully lobbied the council for this change. Libraries are high on the list of public priorities.

7. President's Report

Verna Graham has resigned as membership chair and from the board for health reasons. Peter raised the issue of how to recruit a new membership chair and how we can simplify the job.

8. The board was in Executive Session from 9:30 to 10:28 AM.

The board passed the following motion -

Motion: that the FOPAL board establish a Personnel Committee

Membership: the chair of the board's book sale committee, the FOPAL Treasurer, and one non-officer board member appointed by the President for a two year term;

Charge: to recruit and recommend for appointment all FOPAL employees; to conduct or cause to be conducted not less often than annually performance reviews of all FOPAL employees; to recommend to the FOPAL board for its action changes in compensation of all FOPAL employees; to assure that a current job description exists for each FOPAL employee; to monitor all applicable laws and regulations regarding employees or contractors for compliance.

9. Reports of officers/committees

9.1 Treasurer - Karen

Expenses came down in February. Downtown sales are growing and contributions are still coming in.

The question was raised as to when we can let the library know how much money is available for grants so the library can make requests at a level that we are likely to support. The Finance Committee will look over the library requests and make a recommendation to the board. There is no current standing Finance Committee but a meeting will be scheduled and directors can attend as desired.

Total book sales income for February was \$24,898.31. Total book sale expense was \$12,792.14 leaving a net book sale income of \$12,106.17. Other income was \$2,685.23 and other expenses were \$0 for a net total income without grants of \$14,791.40

9.2 Publicity - Peter

It has been difficult to find contributors to write stories for the Foreword so publication has stalled recently. There was a comment that this has been a long standing issue.

Janette could add a “volunteer corner” for the Foreword. Peter will send out a sample of a simple newsletter from a Word template in the style of the Redwood City newsletter.

9.3 Book Sale Nancy/Janette

The February book sale minutes indicate a Members Sale in July but without a current membership chair this event might not be possible. Nancy has asked for information on how much time the membership work involves per week or per month.

We received 47 shelves of books from Xerox PARC. To manage this donation every HV volunteer is being asked to commit to work on a least one box from this donation a week. There are now 10 stations available for listing.

It was suggested that the presentation shown at the Children’s Library on FOPAL’s grants to the libraries could be used for the Foreword.

It was suggested that we have a listing in the Enjoy catalog as some other Friends groups do. We would need Monique’s input on this.

There was a discussion of the cash handling issue for volunteer purchases from the Children’s room. The current system will be replaced with a locked box similar to the box in the Main room.

A few copies of the one page quarterly newsletter from the Redwood City Friends was passed around. They put one of these in the HV books that are mailed out. There was a discussion that the format of the newsletter might be a model for FOPAL.

The large Life Magazine donation didn’t sell at \$400. An intern will go through these for issues that might be valuable enough to sell individually online.

There seems to be a problem with CDs being stolen from the cases. A sign will be posted to remind customers to check all cases before bringing to the cashier.

The second batch of green bags are almost sold out.

The FOPAL table at Arbor Day in Mitchell Park received \$50 in donations and served as an opportunity to provide information on FOPAL.

10.0 Other Business

10.1 Membership duties, discussion of membership management software - Peter

Peter has looked at a software package, Wild Apricot, that could help us manage the membership process. The software would allow automating the entire membership process and would take credit cards.

There was a question regarding the cost of the software. If the software is \$100 a month or \$1200 per year and we bring in \$18,000 in membership dues then there is about a 6.6% overhead.

We need to find a new membership chair who will help make this decision. Since the membership chair is a non trivial workload it was suggested that we also need an assistant membership chair. Janette should be a source of possible volunteers. Martha will take over the laptop from Verna so the database doesn't get too far out of date.

Frank and Martha should be involved in any new software decision.

10.2 Other

No other business.

11.0 Adjournment 11:40

The meeting was adjourned at 11:40 AM.

Respectfully submitted,

Charlotte Epstein

Secretary