

FRIENDS OF THE PALO ALTO LIBRARY
MINUTES OF THE BOARD OF DIRECTORS MEETING

FOPAL Annex MAY 14, 2014

1. Call to order

The meeting was called to order at 9:02 AM by President Peter Dehlinger.

2. Roll Call

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

Absent: Ann Justice, Jim Schmidt, Martha Schmidt

Guests: Monique le Conge, Eric Howard, Bob Moss

3. Agenda Approval

The agenda was approved with the addition of the LAC report.

4. Minutes of April Meeting Approval

The minutes were approved as distributed.

5. Library Director's Report - Monique

There are three new members of the LAC who will start at the next meeting in June.

The budget process for the library has started and Monique assumes that the library budget will be stable. There are three new positions for Mitchell Park and Monique expects that the current frozen positions will be unfrozen. Two of these positions are to replace people who are leaving. The estimate for the opening of Mitchell Park is November. Main is on schedule for a December opening. Temporary Mitchell Park will need to close before the opening of Mitchell Park but Main will remain open until almost right before it opens as Rinconada.

The summer reading program for all ages is about to start. Grant proposals have been submitted to FOPAL.

6. LAC - Bob Moss

Peter asked Bob whether he wants to attend the FOPAL board meeting every month since the LAC only meets every other month. Bob expects to continue as liaison from the LAC to FOPAL so he plans to attend every month. Peter will include him on the agenda.

LAC has been frustrated with the Mitchell Park process. The LAC is still studying ways that people use libraries differently than they did in the past. The commission is looking forward to getting input from people as the building begins to be used.

Monique reported that Eric visited the Los Gatos library that opened 4 years ago. Usage has doubled. Many people are now using the library who hadn't been to the library before and their expectations can be very different than traditional users.

Peter asked whether the library staff has produced anything about how libraries are changing that could be used in the Foreword. Eric will produce a piece. Eric is expecting people to walk into Mitchell Park and be "wowed".

Monique suggested that the history of technology in the library could serve as an article for the Foreword. The open data site on the city website was started by library IT. The library has been keeping records for 40 years.

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7. President's Report

The Foreword came out as a two-sided single sheet edition. Peter found this format much easier to produce.

8. Finance Committee - FOPAL Grants

Total book sales income for April was \$26,122.80. Total book sale expenses were \$15,808.01 leaving a net book sale income of \$10,314.79. Total other income was \$3,114.03 and other expenses were \$0 for a net total income without grants of \$13,314.79.

The board passed the motion that FOPAL grant the Palo Alto Library \$120,000 for fiscal year 2014 - 2015 in the form of 5 grants: \$38,000 to be spent for replacement of library collection, \$35,000 to be used for Children's and Teen's programs, \$12,000 for Adult programs, \$5,000 for outreach, program and staff appreciation supplies, and \$30,000 to be used to continue the book lease plan for the temporary Main library.

The board passed the motion that we take \$50,000 from the Endowment Fund to increase the collections grant from \$38,000 to \$88,000.

The board failed to pass the motion that the monthly allocation from the General Fund to the Endowment Fund be changed from \$2000 to \$1000.

9. Executive session

The board was in executive session from 9:47 to 9:51 AM.

8. Reports of Officers/Committees

8.1 Treasurer - Karen

FOPAL has received \$630 in memory of Tom Wyman. Steve will check with Monique if there is a place in Rinconada (originally Main) where a plaque could be placed. Then Steve will discuss with Ellen Wyman whether the family would prefer a plaque at Mitchell Park or at Rinconada as Main-Rinconada was more important to Tom and Ellen. Steve will ask Tom's son if he would be willing to design an appropriate plaque.

Amazon did well last month and the first half of this month. PayPal is getting more action with the vinyl sales.

8.2 Book Sale - Nancy/Janette

The Committee is working on the development of a "Fairness in the Workplace" policy that would describe a policy where volunteers are encouraged to discuss issues in a structured environment and where volunteers would have guidelines for appropriate behavior.

Janette is checking on the possibility that FOPAL could place a shed in the space occupied previously by the tennis storage shed.

High school students participated in a cleanup in the H2 courtyard which is now more user friendly and can provide a place where people eat lunch. It is still a work in progress.

The Volunteer Bulletin will move from a monthly publication to a smaller formatted quarterly publication.

Janette has arranged a screening of "Out of Print" for volunteer recognition and community outreach.

The newest reorder of the book bags has arrived.

9. Additional Business

9.1 Membership committee/management - Martha

Martha is not in attendance at this meeting.

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Karen will meet with Martha to discuss how the membership process is working. There was a question concerning the membership program. Frank indicated the program works on her laptop but it does not work correctly on the membership laptop. The membership program cannot easily be handed over to a service because the membership database is custom designed.

In response to a suggestion that we separate membership data from payment data, Nigel will take the Excel spreadsheet from Peter's mailing list and look through it with the possibility of separating out that information.

9.2 Free Community Book Exchange - Nigel

There are 8 Little Free Library stands in Palo Alto now. After some discussion there was consensus that we support Nigel's efforts to provide some books from FOPAL for one or two of these boxes after a relationship with the stewards of these boxes is developed. We could put our labels into books that we donate and insert our bookmarks.

9.3 Other outlets for unsold books

Janette reported that Assemblywoman Sally Lieber's Women in Prison book project picked up books at the May Sunday night non profit hours. This activity provided good publicity for FOPAL.

10. Other

The meeting was adjourned at 10:59 AM

Respectfully submitted,

Charlotte Epstein
Secretary