

FRIENDS OF THE PALO ALTO LIBRARY
BOARD OF DIRECTORS MEETING
NOVEMBER 12, 2014, FOPAL Annex

1. Call to order

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

2. Roll Call

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

Absent: Gerry Masteller

Guests: Monique le Conge, Tina Kass, Suzanne Brown Little, Bob Moss

2. Agenda Approval

The agenda was approved with the addition of Karen's item to discuss the transfer of the remaining grant money designated for 2013-2014 to equivalent grants for 2014-2015.

3. Minutes of October meeting

The October minutes were approved as presented.

4. Library Director's Report - Monique le Conge

Mitchell Park and the Community Center are open as of last Thursday (November 6). This is a soft opening giving time to try things out, check equipment, and finish the few items on the punch list before the Grand Opening on December 6. Ada's Cafe is still doing staff training and plans to open in a few days.

There was a question on whether the schedule for Ada was established in the contract or whether it was their choice. It was their choice to offer three meals a day, seven days a week. They will start with shorter hours and work up to the complete schedule.

The soft opening for Rinconada will probably be in early January with the Grand Opening in February. All libraries will be closed for staff training on November 13.

At the tour of Rinconada for members of the FOPAL board last week led by Eric Howard, the question was raised as to the location of a bench in memory of Marty Paddock. Monique reported that a bench in honor of the Wymans has been located and that this is probably the bench under discussion. The bench in honor of the Wymans will be relocated at Rinconada.

The library staff is working on the Strategic Plan and organizing for the summer reading program. Monique has told the staff that from now until summer the new buildings are the programs. Staff needs to learn to live in the buildings and make notes on any suggested changes.

5. LAC - Bob Moss

The LAC had a special meeting in preparation for their presentation to the City Council. The LAC will suggest to the city that the new and improved libraries will inspire new programs and the city will need to provide more assets. Everyone agrees that Mitchell Park is beautiful.

6. Reports of officers/committees

6.1 Treasurer's Report - Karen Neier

Karen showed the green report that is presented at the Tuesday-After-Sale Meeting. She has added a line for the sales from the FOPAL store in Mitchell Park. There will be a cash box for sales at the FOPAL store. There is a need for volunteers from 3-5 PM on weekdays to help with sales. What will be sold is still under discussion.

Total book sales income for October was \$25,692.97. Total book sale expense was \$16,689.65 leaving a net book sale income of \$9,003.32. Other income was \$3,947.74 and other expenses were \$0 for a net total income without grants of \$12,951.06.

The Board passed a motion to transfer the unspent grant money from 2013-2014 to equivalent grants for 2014-2015.

There was a question as to why the unspent grant money is not placed in the general fund and then reallocated. The answer is that there would be a need to redo expenses from last year and to make other accounting changes.

Ed reported that two shipping volunteers recently resigned which has slowed down the Amazon sales.

6.2 Book Sale Committee - Nancy Cohen/Janette Herceg

Nancy reported that books in the Main Room which are intended for display at the sale and which have been photographed are disappearing before the sales. Volunteers are encouraged to be careful about the books they purchase before the sales. Books on display and books that are part of a special presentation are not eligible for purchase by volunteers in the week before the sale. The volunteer policy is being rewritten to clarify these policies.

Linda Suzuki is the manager of the Mitchell Park FOPAL store. Section managers can put books priced at \$1 and \$2 in the bins for Mitchell Park. Librarians are asking us to sell pencils, pens and paper which students often request from the librarians. Only Linda and the librarians will have a key to the closet.

Donors are being encouraged to donate at Cubberley not at the libraries and are being encouraged not to bring books on sale days. There is a new flyer that was handed out at the sale with this information. We are also publicizing that we do large scale pickups which often provide us with very good books.

Janette suggested that board members might want to sign up for even just one afternoon a month to work in the store. The area in back of H2 has been cleaned up. Janette is in discussion about a storage shed to help with our overflow of material. The outdoor tents need to be replaced.

FOPAL will have a table at the MP Grand Opening on December 6. The table should be manned all day in 2 hours shifts.

7. Wyman Plaque at MP

The information about the Wyman bench at Rinconada changes the discussion about memorial projects for them. Steve did have a few conversations with Ellen and she indicated no interest in any naming with regard to the garden area at MP but a location by the store might be appropriate. Steve will go forward with wording for the plaque and will contact their son Tom for suggestions. Monique will work with us on the size of the plaque.

Monique commented that many names were suggested during the process of renaming Main. She suggested the idea of a Library Hall of Fame where prominent names could be displayed and that FOPAL could help develop criteria for inclusion in this list.

8. Rotary Club Grant Proposal - Nancy and Nigel

Every year the Rotary Club makes about \$50,000 available for grants of \$2,000 to \$10,000 for community projects. Working with Eric Howard, Nigel wrote a grant request for \$8000 from FOPAL for a new library project which reads in part:

“Palo Alto City Library (the Library) hopes to introduce Maker +: a Summer Maker Program (the Program) that can support three major goals: enhance our STEAM program (Science, Technology, Engineering, Art and Math), support the 41 Developmental Assets (<http://www.cityofpaloalto.org/civicax/filebank/documents/30301>), and foster an interdisciplinary exploration among the sciences, art and the social sciences.”

The Rotary Club will look through all the proposals in December and then request presentations from the proposals that are under consideration.

9. Scheduling Board Retreat - Peter

There was a question regarding the purpose of the retreat. Peter commented that last year we had time to discuss policy in more detail and focus but that there wasn't a lot of follow through. Karen remarked that she was new last year and was pleased with the chance to meet the other members of the board.

Nancy suggested that Jerry has many thoughts about the future of book sales which he could present to the board and that a one topic retreat would provide time for discussion and interaction.

The consensus was that we meet as usual on the second Wednesday of the month which would be January 14, 2015. There would be no usual agenda just a few topics for discussion. Nancy volunteered her house but Peter will check whether there is a meeting room available at Mitchell Park. Nancy will check with Jerry for the presentation. By the next board meeting in December we will know about the room at MP and whether Jerry will be available.

Tina volunteered to speak with Monique about the availability of rooms at MP for FOPAL. Janette commented that FOPAL is on a list of organizations that have priority for rooms at MP but other groups that pay for rental space might have more priority.

11. Assistant Treasurer

A replacement is urgent but we seem to have exhausted our pool of volunteers. Janette will approach a new volunteer who has 30 years of banking experience. If that doesn't work out, Janette will advertise the job on a general site like Volunteer Match.

12. Adjournment

The meeting was adjourned at 10:32 AM.

Many members of the board stayed to stuff envelopes for the 2014 Annual Appeal and working with enthusiasm, we were finished in 45 minutes.

Respectfully submitted,

Charlotte Epstein

The next board meeting is Wednesday, December 12 2014.