

FRIENDS OF THE PALO ALTO LIBRARY

BOARD OF DIRECTORS MEETING

FOPAL Annex Oct 8, 2014

1. Call to order

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

2. Roll Call

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

Absent: None

Guests: Monique le Conge, Janette Herceg, Eric Howard, Suzanne Brown Little

2. Agenda Approval

The agenda was approved as presented.

3. Minutes of September meeting

The minutes were approved as presented.

4. Library Director's Report - Eric Howard

Eric asked how many board members had attended the recent MP tours and remarked that tours can be arranged for board members who did not take these tours. There is temporary occupancy at Rinconada which now has AC and has been modified for earthquake safety. There is also a programming room.

The MP tours were incredibly successful. All tours were booked within a day and a half of the online signup going live. There were tours in Russian, Spanish and Chinese. 260 people were signed up and then an additional 1100 people showed up on tour day. All docents did more tours than planned contributing to the success of the day. Once people were inside the building they stopped complaining about the extra time needed for the completion of the building. Check out the MyMitchell website at http://www.cityofpaloalto.org/gov/depts/csd/my_mitchell.asp for current information.

Link+ is still available. People have expressed concern that material requests might be delayed as people won't incur fines on overdue books until early January. The library computer system is set to analyze these problems.

Eric loves the terraces upstairs and is enthusiastic about the children's section which is almost as big as the entire Children's Library. Circulation is expected to go up considerably and the way the library is used will likely change. When Eric asked children on the tours if they had done the Summer Reading, almost all of them raised

their hands. Eric reminded them and their parents that these programs are sponsored by FOPAL.

There were questions as to how the library will manage the possible crowds for the grand opening. There are many committees working on the different aspects of the opening and considering these issues.

There will be an RFID chip in each book in the entire system for the new automated systems. To assure that the Grand Opening goes as well as possible, there will be a soft opening (end of October or early Nov) to allow some time to test out the systems and work out glitches.

Rinconada is on schedule and will probably have a soft opening by the end of December.

There was a question about the money slot for the FOPAL sales area. Eric will check on this. The slot needs to be a height suitable for children. The slot in the closet door will go into a locked box.

MP has been designed with a backup receptacle in the event that the automated return computer system is not working for any reason.

There was a suggestion that the library take figures on daily attendance before and after the opening and monitor the length of the expected spike in attendance.

Eric will coordinate board tours over email for Rinconada and MP.

5. LAC Report

Bob Moss was not in attendance at the board meeting.

There was a comment that the LAC has changed and that the report may not be as useful as it has been in the past. Peter will suggest to Bob that he does not need to attend unless there is something significant to report.

6. President's Report - Peter

Peter did not have a report to present.

7. Reports of officers/committees

7.1 Treasurer - Karen

This is the third consecutive month with book sales over \$20,000. The Children's Room had an all time high. Amazon sales are also going well. Expenses are leveling off.

Total book sales income for September was \$31,784.57. Total book sale expense was \$15,940.30 leaving a net book sale income of \$15,844.27. Other income was \$1,809.74 and other expenses were \$0 for a net total income without grants of \$17,654.01.

The grants for 2013-2014 are being closed out. The assumption is that once the libraries are open, the librarians will have time to request grants for the 2014-2015 year.

The assistant treasurer position is still unfilled. The main commitment of the job is for the sale weekend - 2 hours on Friday, 3 hours on Saturday and 2 hours on Sunday. FOPAL has purchased a bill counter for \$200 that counts the number of bills but not the denominations so the bills are still sorted into denominations by hand. All bills are counted once by machine, once by hand and then by the bank. Ed is subbing in as assistant treasurer for the moment but he wants to find a replacement as soon as possible. There is no legal requirement for the position and it does not have to be a board position. The assistant treasurer should be comfortable with Excel spreadsheets. The position has been well publicized and a few people have expressed interest but none have accepted the position.

7.2 Book Sale - Nancy Cohen/Janette Herceg

Janette is publicizing a policy to discourage donations during the sales as the donations cause overcrowding in the sorting room. The policy will encourage people to bring donations before or after the sales. The new policy will be passed out to each person at the sale.

Nancy passed around pictures of the area planned for the MP store on her tablet. No decision has been made yet on which sections will be represented. About 1000 books will be needed to fill the space but probably only 500 will be there for the soft opening. There is a wall for literature like brochures. We will be looking for volunteers to be there from 3-5 PM. The librarians would like us to offer office supplies so they don't have to continue to provide pens and pencils to library patrons. Marian Knox is offering that half of the books intended for Downtown be redirected to MP.

Rinconada will have a gondola for book sales similar to the one in Downtown. Elsbeth Newfield will be the manager for Rinconada book sales.

7.3 Sales feedback for volunteers

The report was postponed so the annual meeting could begin promptly at 10 AM.

8.0 Other Business

There was a suggestion that the schedule for the 2015 board meetings and a plan for the retreat in January be presented at the November meeting.

The board will be asked to help with the annual appeal mailing after the November 12 board meeting.

9.0 Adjournment

The meeting was adjourned at 10 AM.

The next board meeting is scheduled for Wednesday, November 12 at 9 AM.

Respectfully submitted,

Charlotte Epstein

Secretary