

FRIENDS OF THE PALO ALTO LIBRARY

BOARD OF DIRECTORS MEETING

September 10, 2014, 9:00 am, FOPAL Annex

1. Call to order

The meeting was called to order at 9:02 AM by Vice President Nancy Cohen.

2. Roll Call

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

Absent: Peter Dehlinger, Martha Schmidt, Camille Sarrant

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

3. Agenda Approval

The agenda was approved as presented with the addition of a report by Nigel on his presentation to Coldwell Banker.

4. Minutes of July Meeting Approval

The minutes were approved as presented.

5. Library Director's Report - Monique le Conge

A Come Together Event is scheduled for Saturday September 27. This will include preview tours of the new Mitchell Park Library and Community Center. Reservations for tours can be made online. There will also be tours in Mandarin and Russian. Contact Monique if you can't attend the previews and want to schedule a visit.

Temporary occupancy for MP was granted last month. The staff shelved 15,000 items in one day. Staff and staff supplies will be coming over from temp MP later next week. The information technology staff will be the first group to occupy the building.

Temp MP will close for public service on Friday September 26. There will be a soft opening in early November before the Grand Opening on December 6. A return box will be available at temp MP until October 31.

There is no date yet for the grand opening for Rinconada but a soft opening will probably take place in mid or late December. The grand opening will then be sometime in January or early February. A full occupancy certificate for Rinconada will probably be granted sometime in early October. Temp Main will remain open until a day or two before the opening of Rinconada because temp Main only has a leased collection - courtesy of FOPAL - and that collection does not need to be transferred.

Link+ will remain at Downtown until December 8 then it will move to MP.

The library budget has been passed. There will be 3 new staff members.

Monique requested more time at the next FOPAL board meeting to present and discuss the library strategic plan.

No fines will be collected from September 26 to January 2. For the next few months patrons are encouraged to check out the maximum of 100 items and keep them at home so there are fewer items to be moved.

Frank will add a link to the sales newsletter for information about MP.

6. LAC Report - Bob Moss

The commission has been discussing the library openings and possible problems. The commission wants people to be more aware of the virtual library which is not highly utilized. Even when MP is closed there will be still many materials which can be accessed. The commission is expecting that there will be many changes to the way the library is used once MP opens and they will be interested in finding out what people want in their libraries.

7. President's Report

Peter was not at the meeting and there was no report.

8. Reports of officers/committees

8.1 Treasurer - Karen Neier

Karen distributed the August sales report and the year end report. The year end report shows that book sale income stayed about the same but Amazon sales were up 12.6%. Expenses were up about 11%.

Total book sales income for August was \$31,497.12. Total book sale expense was \$17,994.07 leaving a net book sale income of \$13,503.05. Other income was \$943.62 and other expenses were \$0 for a net total income without grants of \$14,446.67.

There was a question about whether the increasing proportion of income from Amazon sales will necessitate a shift from time spent on books sales. The answer is that we won't have books for Amazon unless we continue with the amount of work done by sorters and section managers.

There was a comment that we have had two months of \$20,000 sales in a row. September might also be a good month but the winter months are usually slower. Good donations, more publicity, more volunteers and increased books prices by section managers have likely contributed to good sales months.

8.2 Book Sale - Nancy, Janette

There were many student volunteers during the summer and about 20 who were here regularly. A Paws to Read video was made by a 15 year old volunteer and is available on YouTube.

There was a large donation of children's books in August which was displayed in H1. Over 1000 thousand books were sold.

An area to take photos has been setup in the Annex. Photos can be created for books, records or other items that are listed online.

There was a comment that selling non library type materials might impact our non profit status and require that we collect sales tax.

FOPAL will be doing an offsite at Common Ground where we can highlight how our free nights contribute to recycling.

On Tuesdays there are usually 4 to 5 volunteers from Abilities United who are working in the children's section of the BR.

There will be meetings in October for section managers and sorters.

There will be a special sale in H1 in November for better ephemera much of which is priced and currently stored in Althea's garage.

8.3 Additional Report on Realtor Visit - Nigel

Nigel spoke about FOPAL to a group of about 30 realtors from Coldwell Banker in their main PA office and passed out materials that can be used in client packets.

9. Additional Business

9.1 Nominating Committee report - Steve

There is no assistant treasurer yet. The job description has been reworked into 5 bullet points. Even though the position officially starts in January a person is needed now who can be trained and who can work the sales since Camille is no longer in the area.

Tina Kass and Suzanne Little were introduced at the meeting and will be nominated for board positions at the October general meeting.

9.2 Planning and agenda for Annual Meeting on October 8.

There will be a limited agenda for the annual meeting. There was a question as to why there isn't a big program for the annual meeting and the answer is that the programs stopped attracting people. The limited agenda in conjunction with a board meeting has become the custom.

Proposed for re-election to the Board for a two-year term:

Tom Clark, Peter Dehlinger, Charlotte Epstein, Ann Justice, Gerry Masteller, Jim Schmidt, and Steven Staiger.

Continuing Board Members:

Nancy Mahoney Cohen, Martha Schmidt, Nigel Jones, and Karen Neier

Proposed new Board Members:

Suzanne Little, Tina Kass

Proposed FOPAL Officers:

President - Peter Dehlinger

Vice President - Suzanne Little

Secretary - Charlotte Epstein

Treasurer - Karen Neier

Assistant Treasurer - To Be Determined

Charlotte will pick up coffee and muffins for the meeting.

9.3 Presentation and request re FOPAL archival material - John Burt

John Burt met with Ellen Wyman who is now at Palo Alto Commons. She gave John two boxes of FOPAL material including minutes, treasurer reports, newsletters, publicity papers and membership brochures.

The material will be put in files in the Annex. At some point the papers should be sorted to eliminate duplicates. There was a question concerning the length of time that financial papers need to be kept. Ed replied that there is not a clear answer.

There was a suggestion that the an intern from the archival studies program at San Jose State University might have an interest in this work. Jim will talk to a faculty member at San Jose who manages internships.

9.4 Annual Appeal

The annual appeal letter should go out after the November 12 board meeting. Board members can help with stuffing envelopes immediately following the meeting.

The meeting was adjourned at 10:34 AM.

Respectfully submitted,

Charlotte Epstein

Secretary