

FRIENDS OF THE PALO ALTO LIBRARY

BOARD OF DIRECTORS MEETING

Wednesday February 11, 2015 FOPAL Annex

1. Call to Order

The meeting was called to order at 9:09 AM by President Peter Dehlinger.

2. Roll Call

Present: Nancy Cohen, Peter Dehlinger, Charlotte Epstein, Nigel Jones, Ann Justice, Tina Kass, Suzanne Brown Little, Gerry Masteller, Karen Neier, Steven Staiger

Absent: Tom Clark, Jim Schmidt, Martha Schmidt

Guests: Monique le Conge, Janette Herceg, Bob Moss

3. Agenda Approval

The agenda was approved.

4. Minutes of January Annual Retreat

The minutes were approved.

5. Library Director's Report - Monique le Conge

The grand opening of Rinconada Library is Saturday, February 14, at 11 AM. This is the first time in Monique's term that all of the libraries will be open in their original place with their previous hours. The soft opening was last week. We are still waiting for the FOPAL gondola.

There was a comment from the board that all the self-check machines at MP were not working properly. Monique replied that not all the RFID chips at MP were installed correctly which are required for the self-check machines.

MP continues to be very busy. From December to the 23 of January, MP circulated 120,000 items which can be compared to 500,000 for an entire year. The automated sorting is working but books still need to be returned to

the shelves. After the weekend it takes until Wednesday to get caught up and then the process starts again.

There was a question about the location of various library functions. Monique and Administration are at Downtown, Technical Support is at MP, and Eric is at Rinconada so there isn't one central library. Monique tries to get to all of the library branches at least once a week.

There was a question about the continuing availability of children's books at Rinconada even though the Children's Library has reopened. Monique replied that parents bring children to Rinconada so there should be books for the children.

There was a question regarding the Library Journal Star report on library rankings where Palo Alto did not receive the highest rating. Monique replied that the survey used old statistics for when many of the libraries were closed. Also it can be difficult to compare library systems. One example of how the report doesn't reflect the differences between library systems is that the report captures computer usage but now many Palo Alto patrons bring their own devices and that can't be measured.

5.1 LAC report - Bob Moss

The LAC had their annual meeting with the city council and the council seemed satisfied with how things are going. LAC is going to push for a greater budget especially for more hours with the argument that a considerable amount of money was spent on the libraries so we should be open more hours to make use of these buildings.

Nigel volunteered to attend the LAC meeting when the Library Foundation will be in attendance to get a sense of where the Foundation is going if we want to coordinate purposes. LAC meetings are the 4th Thursday of every other month - February, April - at 7 PM.

6. President's Report - Peter

Peter is working on producing an issue of the Foreword for March. The feature article will be on the odyssey of donated books. There was a suggestion to include a summary of the FOPAL programs supported in the past.

7. Reports of officers/committees

7.1 Treasurer - Karen Neier

Karen reminded the board of the annual requirement to sign the Conflict of Interest form which she has made available at the meeting.

Total book sales income for January was \$26,957.70. Total book sale expense was \$22,059.11 leaving a net book sale income of \$4,898.59. Other income was \$4,623.4 and other expenses were \$0 for a net total income without grants of \$9,522.13

January expenses are up reflecting the property insurance payment and the extra payment for payroll in January.

The January Treasurer's Report show \$700 for MP but there are receipts for a week that had not been deposited so the amount will be more. MP is averaging \$200 a month. Downtown book sales are not doing well. One of the Downtown librarians has expressed concern about the selection there. Marian Knox agrees that trade paperbacks are the best sellers.

Some grants are now being paid.

Amazon numbers are unusually good for a January. Previously there has been a drop off after December.

7.2 Book Sale - Suzanne Brown Little/Janette Herceg

Suzanne discussed the efforts needed to keep the carts and store supplied at MP and how the store is good publicity for FOPAL. The librarians are now enthusiastic about have a gondola at Rinconada though for years they only allowed one at Downtown.

Janette noted that there was a rearrangement of the inside of Annex A with the help of Nancy and Nigel. As books are pulled for sale, spaces are created in the shelves which eventually need to be rearranged. This probably needs to be done about every 3 months.

Sale numbers will now come out on Monday morning. The Saturday and Sunday mailings of sale numbers are being eliminated.

The new tent for ephemera is on site and ready to be put up.

High schools students are coming as volunteers on April 23 to help clean up the area in the back of H2.

120 red bins have been delivered to MP for donations. A small bag or small box of donations can be dropped at the counter.

FOPAL will be at the Rinconada opening with a table and cart of books.

FOPAL will participate with at the Canopy Arbor Day event on March 7.

FOPAL will have a presence at the Sunday March 15 rummage sale at Cubberley Auditorium. This is also a sale weekend.

March 28 will be a Cubberley Open House with performances, food trucks and arts. This is a new event and FOPAL will be participating.

Jerry Stone had a table with FOPAL materials at the recent Antiquarian Book Sale. As a representative of a non-profit he could not offer any materials for sale.

Janette wants a presence in the Enjoy catalog on the library page. There would be no charge for this ad.

Suzanne talked about the recent joint meeting of the section managers and sorters at MP which had 38 people in attendance. She thought it was an excellent idea to have the sorters and section managers together and will do this again.

The first special for the gondola at MP will be signed books.

There was a comment from the board that the section manager job has become bigger with the need to look up books and with the encouragement that section managers do their own HV listings.

There was a comment that there should be procedure manual for how to do pricing for section managers who want to do that.

8. Nominating Committee - Jim Schmidt

Jim was not present at this meeting. Tina volunteered to be the other board member on the Nominating Committee. Janette will search for the required non-board member.

9. Other

There was a brief discussion about the possibility of changing the time or location of the board meeting with the availability of rooms at MP. No decision was made to change.

The next board meeting will be Wednesday, March 11 at 9 AM in the Annex.

10. Adjournment

The meeting was adjourned at 10:31 AM.

Respectfully submitted,

Charlotte Epstein