

FRIENDS OF THE PALO ALTO LIBRARY

BOARD OF DIRECTORS MEETING

June 10, 2015 FOPAL Annex

Call to order

The meeting was called to order at 9:05 AM by President Peter Dehlinger

1. Roll Call

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

Absent: Tom Clark,

Guests: Monique le Conge, Janette Herceg, Eric Howard, Bob Moss

2. Agenda Approval

The agenda was approved with the addition of an item after the Treasurer's Report to summarize the result of the Tuesday meeting on grants held by the Finance Committee.

3. Minutes of May meeting

The May minutes were approved as presented.

4. Library Director's Report - Eric Howard, Assistant Library Director

The library is looking into how to communicate the way that the FOPAL grants are being used for library programs. The last few years have been difficult due to the construction. During that time staff was pulled back to work on the buildings. The library has created a 3 year strategic plan with 5 goals. Three goals are directed to programming. It makes sense to consider the budget and the grants in relation to the strategic plan.

View the strategic plan at <http://www.cityofpaloalto.org/civicax/filebank/documents/47258>

The plan has all the youth programs related to 41 developmental assets that have been developed in consideration of the problem of teen suicides. One goal is to help the teens connect with something that is larger than themselves and beyond Palo Alto.

View the 41 developmental assets at <http://www.cityofpaloalto.org/civicax/filebank/documents/30301>

Next week 50 high school students will gather to develop a design for a virtual or physical space where teens can work together on social problems. A focus group of students indicated that they wanted more contact with Stanford and more connection to the tech industry.

The 50 students are designated as volunteers. More students ask to be volunteers than can be accommodated so this will help satisfy some of that demand.

There was a question as to whether the library had reached out to students in East Palo Alto since there are no students from EPA included in the 50 volunteers. Eric replied that the library did reach out to schools and the library in EPA but there was no response.

There was a request from the board that the board receive regular communication on how the grant money is being spent. After a brief discussion there was a consensus that a quarterly report directed to the elements of the strategic plan that the grants are supporting would be appropriate.

Monique suggested that board members sign up for regular library emails that provide information on library programs. FOPAL is always acknowledged for FOPAL sponsored events.

Bob Moss commented that libraries are changing and they have to be prepared to meet pop-up events.

Eric remarked that reports to us can indicate what was planned and also if there were any unusual needs. The library plans programs for the upcoming 3 months. The library gets constant inquiries from people or agencies that want to provide programming so the planning process needs to be flexible. The library doesn't want to have a blank slate but there also needs to be space to allow for unexpected exciting activities.

5. Reports of officers/committees

5a. Treasurer - Karen Neier

Total book sales income for May was \$24,870.13 and other income was \$4,138.24 for a total gross income for May of \$29,008.37. Total book sale expenses were \$18,349.87 leaving a net book sale income of \$6,520.26

There are continued good results from the MP store with income of \$900 for the month.

Karen and Monique discussed how to spend the money in the restricted funds. For restricted funds with particular purchase suggestions, Karen will send a note to Monique indicating how much money is available and what books or type of books are desired and Monique will take care of getting the books.

Monique suggested that FOPAL might be interested in buying a bookmobile or a bike mobile.

The rent item for the month is bigger due to rent increases and the \$600 monthly rent on the storage spaces to hold the recent large donations that can not be accommodated at Cubberley. Many books from the recent donation will probably go to HV.

Next month the board will discuss the budget and the fiscal year results.

Sales are as expected but rent and payroll are up.

Credit cards will be accepted again for the June sale. Karen is looking for volunteers to help with the credit card purchases.

5b. Report from the Finance Committee

The board passed the following motion:

FOPAL will grant the Palo Alto Library \$130,000 for fiscal year 2015 – 2016 in the form of 4 grants:

\$47,430 for Youth Services (Children's & Teens) Programs: the primary support for all of our youth focused programs including the Summer Reading Program;

\$12,000 for Adult Programs : support to continue building the programming offered to adults, along with participation in Silicon Valley Reads;

\$7,000 for Program Supplies: supports the needs that may come up for outreach, particularly with giveaway items and staff support;

\$ 63,570 for Collection Replacement: continued support of the replacement of adult non-fiction based on age of collection survey.

We will review these grants on a quarterly basis to assess possible additional funding for the collection replacement grant.

In addition, we will actively work on using the LLF grants to fund items. Research will be done to ascertain the donor's wishes.

There was a question about the outside garden at MP. Monique indicated that there are still unresolved items and there is no completion date.

5c. Book Sale - Suzanne Little/Janette Herceg

Janette had some remarks about recent FOPAL publicity. She recently attended a presentation at the CA Historical Society in SF on the Arc:hive production from last year. There was a mention about FOPAL in the SJ Mercury last Sunday that clarified our position that we only take specialized magazines. However we need to correct the misinformation in the article that indicated our sales are only annual. FOPAL did get an item in the Enjoy Catalog which needs clarification about volunteering at FOPAL.

Janette had two orientations this week for a total of 6 people. One was held last night until 8 PM.

Janette sent out survey of section manager and got 30 responses from 50 emails. She was surveying the attitude of section managers regarding the purchase of books from their sections by volunteers between sales. Janette had assumed that if the book was on the shelf and priced then it was ok for a volunteer to buy it. Only one section manager thought that the volunteer needed to get permission from the section manager.

Many section managers have attended training on how to manage their sections.

There was a suggestion last month that customers at the sale be asked if they were resellers. Volunteers who would do this thought it would be confrontational. Instead a survey using Survey Monkey will be sent to all newsletter emails.

The newsletter photographer has resigned so there will be no photos in this month's newsletter. Unless there is a new photographer there will be no photos in the future.

The battery on the electric cart is not charging fully but the cart is still usable. Janette has called the company.

6. Making the Main Room a safer work environment for volunteers - Suzanne and Peter

Suzanne indicated that we have received so many donations recently that the sorting room has become dangerous. FOPAL will probably need to spend money to fix this such as purchasing more carts. We also need to manage the chairs better. A certain number of chairs are only needed twice a month but computer chairs are

always needed. The real problem is lack of space. All of this is affecting volunteer morale.

Another issue is that volunteers have been discarding books directly into the blue recycle bins rather than put them in the Recommend for Discard box. Other volunteers dumpster dive and have discovered valuable books. Sorters should not recycle unless the book is moldy or disintegrating.

Peter discussed an email he had received from Ed Rice regarding the safety issues in the sorting room. Some of Ed's concerns are: piles five high of book boxes are too close to the computers; the chairs are dangerous; some of the piles are teetering; the table holding H2 boxes is old, shaky, and over-weighted; some volunteers don't lift properly; and volunteers don't always use carts for moving boxes into the Main Room.

Peter will reply to Ed that Ed's concerns were presented to the board and that the Book Sale Committee will be looking into it these concerns.

At 10:43 AM Peter left the meeting due to a previous appointment and turned the meeting over to Suzanne.

7. Nominating Committee update - Jim Schmidt

Jim will have a slate for the July meeting.

If anyone has suggestions for new board members, let the committee know.

8. Other

9. Adjourned

The meeting was adjourned at 10:51 AM.

Respectfully submitted,

Charlotte Epstein

Secretary