

FRIENDS OF THE PALO ALTO LIBRARY  
BOARD OF DIRECTORS MEETING AND FOPAL ANNUAL MEETING  
MITCHELL PARK LIBRARY MIDTOWN ROOM  
OCTOBER 14, 2015

BOARD OF DIRECTORS MEETING

Call to order

The meeting was called to order at 10:00 AM by President Peter Dehlinger

1. Roll call

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

Absent: Tom Clark, Tina Kass, Martha Schmidt

Guests: Monique le Conge, Janette Herceg, Eric Howard

2. Agenda Approval - remove #6

The agenda was approved with the removal of item #6.

3. Minutes of September

The minutes were approved as presented.

4. Library Report - Eric Howard and Monique le Conge

Eric commented that he was only going to do a quick overview of the ways in which FOPAL grants are spent as Jenny Jordan and RuthAnn Garcia will be presenting more detail during the Annual Meeting at 11AM.

Eric began his presentation with Adult Programming for the first quarter totaling more than \$1000 which included summer reading for \$2500.

There are continuing programs including movies, yoga and parenting programs. There was a question regarding the number of attendees at the parenting programs. Monique supplied the answer of about 25-30 parents per program.

For less than \$1000 FOPAL supports the Brown Bag Book Club, the Encore Writing Class, Palo Alto authors and fans, and focus groups on programming.

Adult programs for next quarter and beyond will feature a new Americans program with an ESL component.

Children's programming included one paid performer, supplies for movie night, supplies for Paws to Read, two family nights, and supplies for Book Worms. There are many ongoing monthly programs for children.

There are ongoing monthly programs for teens and there is going to be a program where teens produce their own media.

There was a suggestion that some of the FOPAL supported programs could be highlighted on FOPAL social media such as our Facebook and Twitter accounts.

Monique reported that the libraries have survived the bedbugs in MP and Rinconada. There is no guarantee that it can't happen again but there is now a regular program of prevention. There is a fact sheet on bedbugs at <http://www.cityofpaloalto.org/civicax/filebank/documents/49238>

The map of Happy Places in Palo Alto included the FOPAL Book Sale and the Rinconada Library.

The new library hours are going well and staff is still being hired.

The library is pricing options to install book drops in the parking lots of MP and Rinconada. A few parking spaces will be lost. There will be a continuing cost to have the staff empty the bins on holidays as otherwise the bins fill up and people leave the books in the open. For security there will always need to be at least two staff members to empty the bins.

There was a question regarding how the number of carpool parking spaces were determined. Monique replied that the number was a requirement of the LEED certification.

## 5. Reports of officers/committees

### 5a. Treasurer - Karen Neier

## Monthly report

The September report shows more money than anticipated on rent and there was an equipment expense for the golf cart. On the income side MP continues to do well at over \$1000 per month and volunteers continue to spend. Dick Grote is again taking books to PBA. So far there have been little income in contributions but the most of the contributions usually come at the Annual Appeal.

The board passed a motion to carry over the unspent \$9000 of library grants from last fiscal year to this fiscal year.

Verna Graham is helping Karen phase out the Library Lover's Funds that are not individually designated.

Total book sales income for September was \$29,886.93 and other income was \$1,078.64 for a total gross income for September of \$30,965.57. Total book sale expenses were \$20,220.88 leaving a net book sale income of \$9,776.05

## Quarterly Review

This year's budget was created based on last year's numbers without reference for up turns or down turns and the quarterly numbers are the totals for the year divided by 4. Most taxes however are due in July and August.

There was a comment that fluctuations that we see in our sales are also very common in brick and mortar book so dividing by 4 is not perfect.

Karen presented a FOPAL Financial Data sheet for the last 3 fiscal years. Cubberley book sales held steady over the past 3 years. However, Amazon sales have increased from \$61,000 in 2012-2013 to \$101,00 in 2014-2015.

There was a comment on the bar graph on the September financial report suggesting that the graph indicates that yearly sales will less than last year.

There was a comment we will need to consider either increasing sales or reducing our expenses.

There was a comment that we spend a lot on extra storage but another comment was made that we store so much because we can't sort before we store.

5b. Book Sale, monthly report - Suzanne Little/Janette Herceg

The gondola at Rinconada is now operational.

6. Nigel Jones on a proposal for a trailer for temporary storage and book hauling.  
Item removed.

7. Other business

There was a request to put a concern about declining sales on the agenda for next month.

8. Adjournment

The meeting was adjourned at 11:01 AM.

## MEMBERS ANNUAL MEETING

The Annual Meeting was called to order at 11:03 AM by President Peter Dehlinger.

There were about 10 non board members attending in addition to the board members from the board meeting.

1. Welcome

Peter opened the meeting with remarks that the past year has seen FOPAL devote more resources to online sales, successful results from FOPAL bookstores especially MP, and a decrease in our concern about ebooks affecting donations.

2. Election of Board members and officers

The motion was passed that Nancy Mahoney Cohen, Martha Schmidt, Nigel Jones, and Karen Neier be re-elected to the Board for a 2 year term.

The motion was passed to elect the following officers: President - Nigel Jones; Vice President - Suzanne Brown Little; Secretary - Tina Kass; Treasurer - Karen Neier; Assistant Treasurer - Peter Dehlinger.

Continuing board members are Tom Clark, Peter Dehlinger, Charlotte Epstein, Ann Justice, Suzanne Brown Little, Tina Kass, Gerry Masteller, Jim Schmidt, and Steve Staiger.

### 3. Annual financial summary - Karen Neier

Karen presented the FOPAL Financial Data report which showed the increasing sales at MP in the past year and the increasing Amazon sales over the last three years.

### 4. Library presentations on FOPAL funded programs

RuthAnn Garcia spoke about the new New Americans program. Many library visitors do not have English as their first language so ESL programs will be important. The library can provide the community resources which can be the first stop for new Americans. There is also plan for an American culture series.

Jenny Jordan expressed her appreciation for FOPAL support and gave a brief mention to some of the many programs benefiting from FOPAL support including programs for children, teens, and adults.

### 5. Feedback and suggestions from members

There was a question regarding the Lifetime Members Sale as to whether the limit is 50 books per membership which includes two persons or per person. There was the suggestion that the policy be clarified and that information be distributed at the beginning of the sale and that the cashiers be made aware of the limits.

There was a question regarding archives of FOPAL. Steve Staiger answered from the perspective of PAHA that PAHA has files for many organizations including FOPAL. There is also at least one file cabinet in the Annex with FOPAL materials.

Bob Moss remarked that PA library circulation is dropping less than nationally and generally our libraries are doing very well compared to national libraries.

### 6. Adjournment

The meeting was adjourned at 12:07 PM.

Respectfully submitted

Charlotte Epstein

Secretary