

FRIENDS OF THE PALO ALTO LIBRARY

BOARD OF DIRECTORS MEETING

Sept 9, 2015 Mitchell Park Library

Call to order 10:00 AM

1. Roll Call

Present: Tom Clark, 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: None

Guests: Monique le Conge, Janette Herceg, Eric Howard

2. Agenda Approval

The agenda was approved as presented.

3. Minutes of July meeting

The minutes were approved as presented.

4. Library Director's Report - Monique le Conge

Monique distributed brochures with the new library hours that became effective Sept 8. Three branches - Children's, Rinconada, and Mitchell Park - are now open 7 days a week. The city council approved a budget increase to cover staffing for the expanded hours.

Monique expressed her appreciation to Eric and the public services staff who ensured that there were no impacts that needed to be negotiated.

The summer reading program was a big success with more signups than ever. Monique had prepared the council for a reduction in general usage for FY 2015 at MP due to the months of closure but checkouts were actually up about 200,000. Library statistics for FY2015 can be seen at : <http://www.cityofpaloalto.org/civicax/filebank/documents/48864>

There was a suggestion that Jenny Jordan speak on the summer reading program at the October 14 Annual Meeting. The annual meeting will be held at Rinconada Library. The board meeting will start at 10 AM and the annual meeting for the membership will start at 11 AM.

A quarterly update on how FOPAL money is being spent will be presented by Eric at the October board meeting.

Mitchell Park was a winner of Library Journal's New Landmark Libraries of 2015. The Rinconada Library received a 2015 Preservation Design Award from the California Preservation Foundation. Rinconada was recognized for a renovation which maintained the integrity of the building.

Eric commented that with the completion of the buildings, the staff will now focus on the strategic plan and programming in a new way.

Monique noted that there will be two retirements this summer and that new staff will be hired to fill those positions.

There was a question regarding books that PA libraries own but that do not show up on LINK+. Monique replied that PA libraries have only been borrowers not lenders during the period of library constructions. In the spring there will be a new system for the online catalog and circulation and PA will be both a borrower and lender on LINK+. There will be training for staff and outreach to the public. The system will be cloud based which will be helpful for updates.

5. Reports of officers/committees

5.1 Treasurer - Karen Neier

Total book sales income for August was \$25,504.57 and other income was \$1,279.04 for a total gross income for August of \$26,783.61. Total book sale expenses were \$18,246.86 leaving a net book sale income of \$7,257.71.

Net book sale income for FY to date is \$10,230.93.

July was a membership sale with larger sales than August. There was a extra sale in August in H1 with income of \$400-500 but this sale required a lot of manual labor.

The MP bookstore is doing very well.

Advertising expenses include the bookmarks and newspaper advertising. The newspaper advertising has been moved to the Daily Post. Our ad will run for 4 days this week before the sale and will include a \$2 off coupon which may help us gauge the response we get from the ad.

Rent expenses include the storage units. There was a question regarding the cost of the units. The units cost \$300-400. There are 2 units plus Althea's garage.

Last FY grants are still not totally spent. The library is still sending bills.

Next month Karen will provide a quarterly report.

5.2 Book Sale - Suzanne Little/Janette Herceg

Suzanne reported on the first meeting of the Safety Committee. One of the questions raised at the Safety meeting was whether there was a history of serious incidents but actually there has probably only been one. Even though we don't have a history of incidents, safety should still be a concern so that we continue with a good safety record.

The new cart which was ordered in July arrived last week. It is sturdy with good wheels.

The Rinconada gondola is still in process. There were expectations that something would happen on August 31 but nothing happened. It will be bigger than the gondola at Downtown with moveable shelves.

Janette reported that October 18-24 will be National Friends of Library Week. There will be a volunteer appreciation lunch on Saturday October 24 from 12-2 PM at Rinconada. Janette is meeting with Jenny Jordan and Eric Howard to organize this event. FOPAL volunteers, library volunteers and library staff will be invited to the event. ADA will do the catering with their award winning chili. The library is responsible for producing and sending the invitations to approximately 300 people. FOPAL is paying for the lunch. Last year's cost was \$1500.

There was a comment that FOPAL was not recognized at a similar event in the past. Janette assured us that FOPAL will receive proper recognition especially since she is on the organizing committee.

The board passed a motion to authorize an amount not to exceed \$2500 for the volunteer recognition event on October 24. This amount will be shown on the meals and snacks expense line.

There was a comment to check the Stanford football schedule for October 24 out of a concern for possible traffic conflicts on Embarcadero Road.

There was a recent sorters meeting with day managers which included information on boxes and lids and a reminder to keep the aisles clear.

There was a comment that all cashiers for this weekend sale should be informed about the newspaper coupons appearing in the Daily Post.

There was a comment that the email sale newsletter in October and November should mention the December Members sale.

There was a question about the August H1 sale. Jerry managed this sale but his time is better spent with HV books. If we want to do this again, we would need a volunteer to do manage the sale.

There was an extra free night on the Wednesday after the sale last month which had a very good turnout. People came from all other and the room stayed open for two hours after the original closing time due to "customer" interest.

6. Update on Foreword and Annual Meeting announcement for September. - Peter

The Foreword is ready to send to Copy Factory and should be out to members by the end of this month. The requirement is that the announcement of the meeting needs to be delivered to members at least 15 days before the annual meeting.

The Foreword will be four pages including the annual meeting announcement and information on the summer library reading programs.

The meeting is Wednesday October 14 at 11 AM at Rinconada.

There are no new proposed board members.

FOPAL officers will be:

President - Nigel Jones

Vice President - Suzanne Brown Little

Secretary - Tina Kass

Treasurer - Karen Neier

Assistant Treasurer - Peter Dehlinger

7. Other

There is the possibility that Frank McConnell might be leaving the Bay Area. He is on the critical path for our membership files so there was a discussion about finding a new membership program that could be used by more than one person. Martha commented that our membership database is now around 4000 entries. Martha will develop a checklist of requirements from our existing program and also possible functions that we don't currently have but that we would like to have. Peter will look at his previous research on this project and will work with Karen, Nigel and Martha on this issue.

8. Adjournment

The meeting was adjourned at 11:34 AM.

Respectfully submitted,

Charlotte Epstein
Secretary