

Friends of the Palo Alto Library Board of Directors Meeting

Minutes of Wednesday April 10, 2013

The meeting was called to order at 9:01 AM by President Peter Dehlinger in the FOPAL Annex.

1. Roll Call

Present: Tom Clark, Nancy Cohen, Peter Dehlinger, Gretchen Emmons, Charlotte Epstein, Ann Justice, Frank McConnell, Gerry Masteller, Jim Schmidt, Martha Schmidt, Steven Staiger, Ed Walker, Tisa Abshire Walker, Tom Wyman

Absent: Gene O'Sullivan

Guests: Monique le Conge, Janette Herceg

2. Agenda Approval

The agenda was approved as amended to include a recommendation for the approval of Camille Sarrant to fill the unexpired term of Jack Sweeney.

There was a recommendation to the president that Camille Sarrant be elected to the board and to the position of Assistant Treasurer for the unexpired term of Jack Sweeney.

President Peter Dehlinger nominated Camille Sarrant to fill the vacant officer position of Assistant Treasurer. A motion to approve the nomination was made and seconded and unanimously approved by the board.

3. Minutes of March meeting

The minutes were approved as presented.

4. President's Report

Peter gave a brief summary of his findings on HV sales with the consideration of how to reconstitute the HV sales after the departure of Jack Sweeney. The consensus was that this issue will be discussed later in the meeting with the Book Sale Committee report.

5. Library Director's Report - Monique le Conge

Part of the Mitchell Park Library will be covered in black stone that comes from a quarry less than 500 miles away. There is still no date on the official opening but progress is being made.

Main will close on April 30. Main is closing before Mitchell Park is open because of physical issues with Main that need attention.

Public Works marked trees at Main that were designated to be removed but people torn down the signs. The tree removals were approved by an appropriate process. Some of the trees would need to be removed even without construction due to disease or due to the hazards to people or property presented by the trees. More information about the tree removal has been added to the Main information website.

Temporary Main will open May 3. The shelving is in and the books should arrive by April 18th. While Main is closed College Terrace will be open on Thursdays to provide an extra day of service.

6. LAC Report

Bob Moss was not present at the meeting to provide a report.

7. Reports of officers/committees

7.1 Treasurer - Ed Walker

March sales were \$21,000 which is down from the usual \$25-26,000. Amazon sales were down also. Expenses were \$3000 higher than usual due to three payroll periods in March. The net income for March was \$8000.

We will soon have a \$106,000 bill for books to Temporary Main. The uncommitted General Fund is now at \$107,000 with the addition of the Library Lover's Money.

3rd quarter review of the budget shows that we are down \$17,000 from budget for Amazon with total book sale income down \$24,000. Other income is up only \$3000 so total income is down \$21,000.

Ed reported that the computers in the Main Room are limping along as only 3 are working and the 4th non working one is just taking up space. However, we have asked section managers to look up more books which increases demand for the computers. Ed has talked with TechSoup which helps non profits obtain technology. The group has refurbished Dell computers with Windows 7 for \$145. Nancy added that we should get some extra computers for the HV room.

A motion that we allocate up to \$1500 for new computer equipment was passed unanimously.

7.2 Book Sale - Nancy Cohen/Janette Herceg

Janette has dealers register so they see the policy of expectations with regard to behavior at the sale. We need more floor monitors during the sale to keep the dealers in control. To handle admission into the sale on Saturday morning there will be a volunteer posted outside the exit door with a walkie talkie and another volunteer posted near a tree who can signal the number of people who have exited to Kathy Bradford. Kathy can then admit the appropriate number of people.

Janette and Nancy met with Monique at Main to look at furniture that might be useful for FOPAL. They will decide on their choices by the end of the month and will find out if they are available for FOPAL.

Janette held a Bargain Room meeting with 11 volunteers attending. We are still looking for a BR manager. There was a suggestion to open the BR on Friday night before the sale from 6-9 PM and charge twice the normal prices. The Children's section in the BR room may need to move to another part of the BR because the current area can become overcrowded with people, children and strollers.

There was some discussion on the suggestion of opening the BR in the middle of the month. However, the room might be disorganized and the stock is often low until a week or so before the sale. Another suggestion discussed was leaving some red carts outside but that would require volunteers who were available and willing to accept payment. A concern about any extra sale or sales in the BR was whether we would kill Free Night which has a set of established customers. The main purpose of any of these suggestions would be to keep a relationship with our customers in between sales.

Nancy and Janette will have further discussions with BR volunteers on these suggestions.

There was a discussion of how we will manage the decline in the number of paper bags that we take in for use at the sales as the city council is moving forward with the ban on plastic bags and the requirement of a charge for paper bags. Nancy has investigated the costs of bags that would be adequate to hold books and the cost would be about \$2 per bag which would be resold at a higher price.

Janette will highlight "bring your own bag" in this month's newsletter.

7.3 HV Books- discussion

Prior to the meeting Peter googled HV books and organized some of the information into notes he distributed to the board before the meeting to serve as discussion material. He outlined 4 stages for HV sales - identify, post online, reprice and fulfillment.

Peter commented that books with an ISBN number are easy to look up while books without an ISBN number require more effort.

Nancy commented that our backup is in the online listing. Section managers are looking up more books and finding more books that are worth more than \$20 so we now have many boxes of books that need to be listed. There is an agreement with Jerry Stone that he can sell non-book items on commission. We might need to invest in software such as Seller Engine for help with cataloging and repricing. We are not behind in shipping. The main backlog is getting books listed. We need more volunteers to train on researching and listing.

Jim suggested we might be able to set aside some pieces of this work to be used as intern projects for the graduate library students at San Jose State.

Nancy, Ed and Dick Grote met last week as members of the HV committee which is operating as a committee without a leader. Gerry Masteller is also on the committee. They will report next month.

7.4 Foreword - Peter Dehlinger

Only 6 board members have submitted bios so the suggestion was made that the newsletter goes out with whatever data Peter has rather than wait for the other bios. If he gets a bio from Camille, then he will have bios for all of the officers.

7.5 Website - Ann Justice

There is slow but steady progress. Ann wanted to know how we are going to recognize donors so this information can be included on the website. Martha has scheduled a meeting with Monique to discuss this issue and will report next month.

Martha raised the issue of the FOPAL insert into the PA utility bills. October has been reserved for us. Monique will check on the requirements for the insert and send the information to Ann and Janette who will do the writeup.

7.6 Membership - Frank McConnell

The membership checks have been deposited. The acknowledgement letters are still in process.

8. New business

8.1 Nominating Committee members and progress

Jim reported that there are 15 members on the board but the bylaws allow up to 18. He is contacting current board members whose terms expire this year to determine whether they want to continue on the board or not. He has contacted all but 2 members. He expects to get a third member for the Nominating Committee. He will solicit names for the board at the volunteer lunch. In May he will be close to closure on the candidates for the board and we can discuss whether we should expand with more members. He will probably not have all the candidates for the officers until June.

9.0 Other Business

Tom suggested that we have some form of recognition for volunteers who have served for 20 years. Ellen Wyman has already compiled a list of those volunteers and has given it to Janette. Tom will put together a writeup for the newsletter.

10.0 Adjournment - 10:56am

The next meeting is Wednesday May 8, 2013 at 9 AM in the Annex.

Respectfully submitted,

Charlotte Epstein

Secretary