

FRIENDS OF THE PALO ALTO LIBRARY

BOARD OF DIRECTORS MINUTES

DATE: July 10, 2013

The meeting was called to order at 9:02AM by President Peter Dehlinger in the FOPAL Annex.

1. Roll Call

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

Absent: Gene O'Sullivan, Camille Sarrant

Guests: Monique le Conge, Janette Herceg

2. Agenda Approval

The agenda was approved with the addition of an item to discuss the bylaw revisions.

3. Minutes of June Meeting

The June minutes were approved as presented.

4. Library Director's Report - Monique le Conge

Mitchell Park is showing real progress. The carpet is coming and the landscaping has started. Monique is still looking at later this year for occupancy by the staff.

Main Library is two weeks into the work which is now mostly demolition. Temporary Main is very busy and people are happy with the collection. Downtown has experienced a major jump in use since the closure of Main.

The summer reading program is very popular. Adults can also participate.

The library will be hiring staff. The new budget included unfreezing some positions. There are two expected retirements but the percentage of people who could retire at any time is about 50%. The Assistant Director position has also been unfrozen and should be posted this week.

The LAC is preparing for their annual joint meeting with the city council which will take place on August 5. The meeting begins an hour before the regular council meeting

5. LAC Report

Bob Moss was not in attendance at the meeting.

6. President's Report

The President's report will take place in executive session later in the meeting.

7. Reports of officers/ committees

7.1 Treasurer - Ed Walker

Book sale income for June was \$19,797.00, other income was \$3,153.09 for a total gross income of \$22,950.09. Total book sale expense was \$15,664.89 leaving net book sale income of \$4,132.11.

The proposed budget for 2013-14 projects total book sale income of \$314,500 which is \$20,417 over the actual income for 2013. This extra income is projected to come from increased Amazon sales. Cubberley sales are assumed to be flat since there isn't any room to display more books though we could raise prices slightly. Expenses are projected to be \$7,510 more than this year.

MOTION - The board passed a motion to adopt the proposed budget.

7.2 Book Sale - Nancy Cohen/Janette Herceg

Janette brought a new bright green FOPAL tote bag to display. The total cost for the bags are about \$1.70 each including shipping. We will sell them for \$2.00. The bags will be available for sale at the cashier's table and there will also be a tote bag sale station outside. People are starting to bring their own bags to the BR for the \$5 bag sale.

The CD area in the Main Room has new fixtures which provide much better display and are more easily scannable. There are 1500 CDs for sale and they sell well.

There will be a section manager meeting on Wednesday July 24 at 10:30AM.

There is now a half sheet info about the sale with a map of the Cubberley sale areas on the back. These sheets can also be used by the libraries to direct donations to Cubberley away from the libraries.

A listing of board members has been posted in the sorting room.

There was a discussion of the proposed volunteer bulletin which would include text contributions from various people but would be put together by Janette. This would probably come out two weeks after the sale. The bulletin is intended to provide volunteers with information on the recent book sale, upcoming meetings, volunteer opportunities, and board highlights.

ACTION ITEM - Nancy will create a calendar with dates for when items need to be turned into Janette and for distribution.

Janette is often asked by volunteers how to contact a section manager or another volunteer. The section manager list has been posted in the sorting room for months and now she has posted a 12 page list of all volunteers with emails and phone numbers. She signs up new volunteers every week so the list is constantly being updated.

A group of volunteers in the Children's Room has organized themselves as the Look Up Gang to work on high value books that need pricing. The volunteers are Janette, Nancy Hurxthal, Lessa Bouchard, Josephine Manoli, and Tyler Vinciguerra. Nancy has created a slip on how to price books.

Janette suggested that any board member who is on Facebook should "Like" the FOPAL Facebook page. She is writing snippets for Facebook to increase FOPAL visibility and encourage more people to come to the sales.

For the past 10 years when volunteers would find an item such as a letter or photo in a book, the item would be put in a special box. Lessa Bouchard took this box of items and is in the process of bringing this found object to life on stage. FOPAL has become part of art in the making: Arc:Hive presents A Moment (Un)Bound; Or, the Unreal Past as part of Fool's Fury's Factory Parts Festival of Works-in-progress at the Theater of Yugen Noh Space in SF July 24, 26 and 27.

Volunteers are being trained to drive the cart. Students can help load and unload but cannot drive.

To encourage FOPAL membership, the information packet that Janette hands out to new volunteers at orientation includes a membership brochure along with basic volunteer information and volunteer book buying guidelines.

Nancy reported on HV efforts. She is trying to organize a meeting of those involved in HV to get their ideas on how to delegate duties such as librarian and shipping. There has been a significant increase in volunteers with 4-5 new people. Some new volunteers are previous volunteers at the libraries which no longer need their efforts. There is a definite movement in the HV area.

7.3 Template for volunteer newsletter - Charlotte Epstein

This has been discussed in section 7.2.

7.4 Janette to discuss volunteer operations

The discussion was postponed.

7.5 Executive Session - Peter Dehlinger

The board was in executive session from 10:20AM to 11:15AM.

No recommendations or action items came out of the executive session.

7.6 Web site - Ann Justice

The work is moving forward. There will be a volunteer login section where volunteers will be able to retrieve the volunteer bulletin, read notes from sorting meetings, read the volunteer orientation material, and find training materials such as Dick Grote's presentation to section managers.

There will be a link to shop on our online bookstore. The main concern with the Amazon shop is that it doesn't sort by subject. This is an issue for further investigation.

There will be a donate online form and an online membership form.

Tom Clark noted that he now receives an email when someone has called his number to request a pickup of books. Frank set this up through Google Voice.

7.7 Membership -Martha Schmidt

Martha is currently managing the updates to the membership database.

7.8 Nominating Committee - Jim Schmidt

Jim is collecting rejection slips for board positions. The search for a treasurer is also still ongoing.

8.0 Other Business

Our current bylaws can only be amended at a meeting of members which is an unusual restriction. The main revision suggested for a vote at the October annual meeting would be to change this bylaw so that in the future bylaws can be modified by the board.

MOTION - The board passed a motion to recommend the bylaw changes as proposed to the members at the annual meeting.

There was a brief discussion of the annual conflict of interest form. The board decided last year to require annual renewal of the conflict of interest form.

The standing rules don't need to go before the annual meeting so these can be addressed at another board meeting.

9.0 Adjournment 11:30AM

Next meeting : Wednesday September 11 2013 @ 9AM in the Annex

Respectfully submitted,

Charlotte Epstein

Secretary