

Friends of the Palo Alto Library Board of Directors Meeting

Minutes of Wednesday March 12, 2013

The meeting was called to order at 9:05 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, Gene O'Sullivan, Gerry Masteller, Jim Schmidt, Martha Schmidt, Steven Staiger, Ed Walker, Tisa Abshire Walker, Tom Wyman

Absent: Jack Sweeney

Guests: Janette Herceg, Monique le Conge, Bob Moss

2. Agenda Approval

The agenda was approved with the addition of a review of the volunteer survey during the book sale report.

3. Minutes of February Meeting

The minutes were approved as presented.

4. Library Director's Report - Monique le Conge

Mitchell Park Library construction continues. No opening date has been set though it should be sometime at the end of this year. Monique took a tour of the building last week and noticed definite progress.

Main Library will close on April 30 and mini Main will open on May 3 in the Art Center. The hours at the other branches will be adjusted to provide more hours during this period. Parking for mini Main will consist of the existing available parking as mini Main is intended to be used mainly to pick up books and not for extended visits. Link+ pickup will be at Mitchell Park until Main reopens which is expected to be late 2014. Next year Link+ will be in the Library budget proposal. If Link+ is funded in the city budget, it will no longer need support from FOPAL.

5. President's Report

Peter brought up the issue of the decline in book sale income. Ed commented that donations and sales income fluctuates seasonally. The discussion on how to increase income was tabled to be brought up in the book sale committee report.

6. LAC Report - Bob Moss

Bob reported that the city council has decided that LAC is useful and LAC will continue with some changes. The council passed an ordinance revising the number of commissioners from 7 to 5 and the meeting times to bi-monthly. The second reading of the ordinance will be next month.

Leo Hochberg was elected President of LAC and Mary Beth Train was elected Vice President. Their terms will expire at the end of the year. Mary Beth has created a presentation on the library and its programs which can be shown at interested organizations to provide visibility for the library services.

Bob will reapply for a commissioner position on LAC.

7. Reports of Officers/Committee

7.1 Treasurer - Ed Walker

February book sales income was \$21,042.26 which is down about 3-4 thousand from the average. There was other income of \$2,918.08 for a total gross income of \$23,960.34. After expenses the net book sale income was \$6,252.89.

Only about \$1000 was paid in grants last month but we will soon be paying \$110,00 for the mini Main collection. Each month \$2000 goes into the Endowment Fund and \$1000 into the Fund for the Future which reduces the amount available for uncommitted grants.

7.2 Book Sale - Nancy Cohen/Janette Herceg

Nancy reported that as of Monday night 40 people had returned the volunteer survey. Six people have expressed interest in HV and their names have been passed on to Jack. The names of people expressing interest in other jobs have been passed on to Janette. Twenty people replied that they can lift boxes and twenty people replied that they cannot. The survey was sent to almost 200 people. Janette will review all responses to the survey.

Janette reported that the book buying policy was revised a few months ago to clarify what books can be bought close to the sale. Books that the section managers have on display for photographs and arranged for the sale should not be purchased before the sale. All new volunteers receive copies of this policy at training. Training is done on the 2nd and 4th Thursdays of the month.

Janette provided a sign indicating "No credit cards" for the the Children's Room at their request. There was a discussion on whether FOPAL should take credit cards at the sales. The consensus was not to pursue credit cards at this time since there has been almost no demand for credit cards, we would require an iPhone or iPad and we would likely lose 2-3% of the sale income which would not be compensated for by more sales. Most of our sales occur in the first two hours of the sale when people are limited to 12 books at a time.

The number of photographs for the newsletter has been reduced from 1200 to 500-700. Only sections that are ready can be photographed.

Janette has suggested that prices be increased slightly. Main Room hardback books should be \$1.50 and paperbacks \$1.00. If a hardback book is \$1.00 it should be sold on the outside \$1 sale. Fifty cent paperbacks should go to the Bargain Room. There was a concern that too many books go to the BR leaving empty shelves in the MR which isn't appealing at the sales.

Janette has been encouraging sections managers to cull thoughtfully in case donations are down. Our only current storage is in Althea's garage or in the BR.

Janette is still looking for a BR manager.

She is talking with Bechtel International Center at Stanford as a possible source of volunteers.

She is working on a list of donated items that we accept and those we don't. A suggested motto is "If you wouldn't give this to a friend, please don't give it to the Friends". Tom Clark does not want to reject any donations when he is picking up large donations as this might discourage donors. National Geographic magazines and recent encyclopedias will end up in the recycle bin.

The mailboxes in the MR are being reorganized. There will be a WILL CALL box where messages and books can be left for other volunteers. Board officers and section managers should have individual boxes.

Peter suggested the possibility of the Main Room having selected opening times when books are offered at 1/2 price. The book sale committee will consider this.

There was a discussion concerning HV books being the primary area for increased sales income. Currently books are not being listed and are not being repriced as there are not enough people to take on these tasks.

Gerry said that Jack is planning an HV children's sale possibly in May.

7.3 HV Books - Jack Sweeney

Jack was unable to attend the meeting.

7.4 Foreword - Peter Dehlinger (update on March Newsletter)

There will be two feature articles. One is an interview with Monique which he conducted with a questionnaire and the other is the biographies of all the directors. All biographies and optional photographs are due to Peter as soon as possible.

7.5 Website - Ann Justice

Work on the web site is progressing. Ann has spent 15-20 hours rewriting the existing content where it is inaccurate and out of date.

Gretchen has resigned as chair of the Library Lover's Fund and there is no new chair.

Martha said that we aren't going to do individual book plates anymore but she will discuss this with Monique. Martha will also discuss the criteria for Named Funds with Monique. Martha will report on her conversations at the next board meeting.

The board passed a motion that we move the uncommitted \$7325.69 in the Library Lover's Fund to the General Fund.

7.6 Membership - Frank McConnell

The Membership database is almost ready to print using the new board letterhead.

8. New business

8.1 Nominating Committee members and progress

Ed pointed out that the new treasurer will likely need training so it would be best if there was a candidate by September.

Gretchen will talk to Jack Morton for suggestions on appropriate candidates.

Jim and Gretchen meet the requirements of the bylaws that the Nominating Committee consist of at least two sitting Directors. One off-board member is still needed to fulfill the requirements of the bylaws for the committee. Jim has a potential candidate to ask. The committee will be on next month's agenda.

9. Other Business

10. Adjournment

Meeting was adjourned at 11:03 AM.

The next meeting is Wednesday April 10 at 9 AM in the Annex.

Respectfully submitted,

Charlotte Epstein

Secretary