

# FOPAL-Section Manager Meeting Fall 2013

Date: October 23, 2013

10:30am / H1

Welcome & thank you - Janette Herceg

**New section managers & SM assistants, Katherine Bass, Karen Neier, in attendance.**

10:30am- Katherine Rone to discuss getting your muscles ready to move books & boxes of books. Chair stretching to do before getting to FOPAL & standing stretching to do during your time here. "The brain to body wake-up call" **-All present were guided through a total body stretch that can be done in a chair. Everyone stretched out the morning kinks.**

10:45am- Janette Herceg, safety videos to watch on YouTube. Lifting boxes check out - [www.youtube.com/watch?v=901uQgfiuVk](http://www.youtube.com/watch?v=901uQgfiuVk) **-both videos recommended are available on YouTube or on the Friends of the Palo Alto Facebook page.**

Reminders to flat pack boxes of books for H2 and when holding boxes for the next sale. And, please use a lid, this makes moving boxes easier / safer and keeps books free from damage. A bent book is not as valuable... Also boxes not full and placed on the floor in the sorting room for holding can cause additional boxes put on to top fall and injury those working in the sorting room during the sale. Put half-full boxes on top of a stack and not higher than 5 boxes. **-Overall recommendation was made to "flat-pack" all boxes of books being held for next sale and being sent to H2/Bargain Room.**

Fire extinguisher use- [www.youtube.com/watch?v=2Z2C13gJh-g](http://www.youtube.com/watch?v=2Z2C13gJh-g) please review and PASS this info on. The PAFD came out and did a fire extinguisher demo yesterday, they'd be happy to come out again if you're interested? Also, Sheila M. Donovan, Apparatus Operator/EMT has offered to do seasonal "fire prevention" message boards that relate to hazards that arise during that particular season for us. Something to look forward to! **-Sheila Donovan has been invited to attend the Friday 11/8 volunteer lunch; we are waiting for a confirmation of her attendance. We are also in conversation about the PAFD partnering with FOPAL for community education outreach as the PAFD is "developing some department strategies to meet our changing mission"**

Reminder- No flammable liquids allowed in any of our book rooms. You are welcome to use these when working and then store them off-site. **-Section Mangers agreed to keep all flammable liquids off-site / or in their cars, and to use these liquids outside the book rooms. Rubbing alcohol is an exception.**

Where to find first-aid kits in the Main Room, Children's Room...**-Main Room first-aid kit is located in the top drawer of the tall filing cabinet in the Sorting Room, the cabinet is labeled First-aid Kit on the outside.**

Requesting supplies. These requests are being filled by Karen DalColletto. Remember to check supply drawers under copier in sorting room for back-stock and request supplies when you take the last of something not when you've used it all up. The

supplies need sheet is located on the file cabinet, Karen will check this periodically for requests. -Location was in question for "Supplies needed" sheet. This sheet is located on the outside the top drawer of the tall filing cabinet in the Sorting Room. This is the same cabinet that is labeled with First-aid Kit on the opposite side.

11:00am- Marcia Goodman, hang tag up-dates. If you're interested in having your hang-tag up-dated please contact Marcia Goodman with change requests by emailing her at [mendoreg@sbcglobal.net](mailto:mendoreg@sbcglobal.net) Marcia is the volunteer that created the current hang tags used in the sorting room. -Marcia Goodman said she'll be contacting section managers to ask for hang-tag updates, she feels this project will be complete by the end of the year. Marcia also will be helping with obtaining more copies of the Sorters Guide for the sorting room...

11:15am- Bob Schwaar, how to get feedback from books you send for listing on-line/ High value. -Bob Schwaar brought several examples of research print-outs put in books for on-line listing. Bob is requesting that section managers put their name on these sheets and he's agreed to put these sheets into the section manager's box (located in the back of the sorting room) once the book has been listed and for what price. Bob isn't able to tell section managers when the book has sold. Bob also explained why a book might be returned /not high value from HV, ex: Too many similar copies offered, too heavy to ship compared to the value of the book, poor book condition/probably won't sell...Most books listed on HV sell for \$30- or more.

Popcorn discussion and comment cards- please fill these out and return to me.

- Dick Grote explained how books are picked and brought to San Francisco for possibly being sold through PBA (Peninsula Public Action) He and Liz Davis collect books determined to be of higher value and bring the books to PBA several times per year. PBA can quickly decide which books they feel will sell and which won't...ex: Art Books, Classic literature sell well.
- Section Mangers request that all sorters leave books to be researched in their boxes for them to look up. If a sorter does do a "first look up" the information / print out should be put in the book to and then place it in the appropriate box as a "flag" to the section manager.
- Discussion of needing a few new end cap sheets with correct section are needed in the Main Room, Scottie Zimmerman will be contacted to help update the end caps.
- A request was made for notification in the Volunteer Bulletin of when sections are moved. Janette will add this to the up-coming November Volunteer Bulletin as well as mentioning the revised Main Room floor map. (Also created by Scottie Zimmerman)

"A BIG thank you to Kate Rone, Marcia Goodman, Bob Schwaar & Scottie Zimmerman... for their time and expertise" **THANK - YOU!!!**

Meeting ended 11:39am 17 in attendance.