

**-Friends of the Palo Alto Library-  
Sorters Meeting Spring 2014**

**Date: April 25 2014**

**Greetings      10:30am      Children's Room**

- ☒ **Welcome & thank you - brief intro - Janette Herceg**
- ☒ **Introductions – Name & what days do you sort? # *3 sorters from 3 different days attended, Frida Saturday and Tuesday.***
- ☒ **Save 15 min for cleanup...by moving full boxes to their section. Don't over fill boxes (especially on upper shelves) re-packing could help here. *Sorters attending asked others sorters to be mindful / considerate when leaving the sorting room for the next day volunteers. And, it was suggested if need be its OK to leave a big book on the table for the next day.***
- ☒ **When unsure of a books subject, check the hang tag and revised Sorter's Guide- These are available in the sorting room. Please let me know if you'd like your own copy. *Janette will put more copies of the "What goes where /WGW" in the sorting room for in room use or if someone wants a hard copy. Look for these on the sorter bulletin board to the right of the mini fridge. .***
- ☒ **Mystery, Romance, Science- fiction & Fantasy. Covers can help you decide. If you need assistance with these sections please let me know.**

*Mystery - look for the words murder, death, and police and check the copyright page (back page of the title page) Science- fiction & Fantasy covers help you during sorting, usually these covers depict outer space, aliens, horror, werewolves, vampires, fairies, unicorns and all mythical people and creatures.*

*FOPAL will be asking section managers to sign up for drop-in mini-trainings to go over book subjects that are miss-sorted in their sections. This has been done before and proved to be helpful.*

- ☒ **HV cart, please keep boxes off the top of boxes holding books for look up. *Do you know where the High Value HV cart is in the sorting room? This wooden cart is located near the volunteer mailboxes. Please don't place any object on top of these boxes and if you notice someone covering the box with something please remind them to leave this area free to be seen and accessed by the HV volunteers and section managers. If you don't know where the HV cart please ask Janette to point it out...***

- ☒ **Janette's monthly schedule/ days-off & vacation... check the calendar next the first computer in the sorting room. Sick days will be posted there too.**
- ☒ **Engage with donors, use book marks for talking points, what we accept, sale dates, sales rooms... *Sorters suggest keeping some FOPAL colorful book marks in your purse or backpack to pass out. These are very popular and a useful tool!***
- ☒ **Where to find more boxes and lids when needed. Flattened boxes & lids can always be brought over on a cart from H2. Stacked flat boxes & lids are located in the back storage room on the right in H2. *Sorters asked where keys are to H2? FOPAL has two sets of keys for H2 both on lanyards one black (with yellow H2tag) and one with color dots. These are hung on the wall next to the calendar next the first computer in the sorting room. Also, it was suggested, to use the flattened hand-truck to move flattened boxes, or one of the large plastic carts as they're sturdy.***
- ☒ **Pop Corn Style discussion- Best suggestion for new sorters & questions and answers.**

**-More Saturday sorters are needed.**

**-Sorters would like to visit the HV area for a quick look to see at what's happening there. If you're interested in a HV tour one can be arranged with HV volunteer K.C. Sarr most Tuesdays 1pm or 2pm. You can contact K.C. at [kcsarr@att.net](mailto:kcsarr@att.net).**