

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

**Date: August 1st 2014**

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

- ☒ **Welcome & thank you - brief intro - Janette Herceg**
- ☒ **Introductions – Name & what days do you sort?**
- ☒ **Children’s box’s- please move these as they fill up. Avoid stacking the boxes outside the red cart/in front of the drawers/snack area. Food/snack volunteers need to have easy access to the drawers.**
  - Also, remember to stop sorting 15min prior to 4pm to move any full boxes out to the floor, to avoid leaving full or over-full boxes for the next day sorters.
- ☒ **When unsure of a books subject, check the hag tag and revised Sorter's Guide- These are available in the sorting room. Please let me know if you'd like your own copy.**
  - Several new “What Goes Where” copies are hanging up on the sorters info board for you to give to any sorters in need...
- ☒ **Section managers have agreed to “drop-in” during donation/sorting times to give those there a brief training on what does and doesn't go in their section. Please feel free to ask these section managers any questions you may have about their area and the books that belong there.**
  - If you see a section manager and have a question about what goes in their area please feel free to ask for their advice.
- ☒ **Face masks- these are located in the sorting room in the draws under the copier. If you have trouble finding them ask me to show you.**
  - Latex and non-latex gloves are also available on the top of the small refrigerator.

- ☒ **HV cart, please keep boxes off the top of boxes holding books for look up.**
  - Remember sorters are not to place books in the HV boxes, this is done by the section managers.
  
- ☒ **Donation receipts- to print out donation receipts use the PDF titled “Donation receipts” located on the desktop of the first computer on the right in the sorting room. This PDF prints clearly on the big printer.**
  - If you need to know how to do this please ask Janette to show you.
  
- ☒ **Greet donors! On occasion it’s been observed that a donor will come in and no one greets them. Remember you are a donation monitor & a sorter!**
  - Also, if we have any visitors asking to look around the main room during sorting hours please let them know they’re welcome to look around but books are not for sale. Remember to hand them book mark and invite them to the next sale.
  
- ☒ **Where to find more boxes & lids when needed, in H2! Flattened boxes & lids from H2 can always be brought over on one of the large plastic carts. Stacked flat boxes & lids are located in the right hand back storage room.**
  - Reminder-If you see a volunteer moving boxes to H2 please ask them to bring back empty boxes & lids when they are coming back to the main room.
  
- ☒ **LP’s where to put these? Please put LPs on a large plastic cart in the front of the main room. Avoid putting LPs in front of the main room LP section.**
  
- ☒ **Pop Corn Style discussion-**
  - Day managers are asked to listen to the answering machine and erase any messages for pick-up as these are being automatically delivered to FOPAL’s donation pick-up volunteers. Messages from

callers interested in volunteering go to Janette at 650-494-1266 or [jherceg@friendspaloalto.org](mailto:jherceg@friendspaloalto.org).

- o New sorters are needed on Tuesdays as well as a new Tuesday Day manager. If you are interested in this volunteer opportunity please contact Janette.
- o Sorter's request that large donations not be delivered the week before the sale. Janette has requested this from Tom Clark and the BSC will be reminding Tom .
- o 5 sorters/donation volunteers in attendance.
- o Meeting adjourned 11:35am.
- o Next sorters meeting is scheduled for **Fridays 10:30am - October 24th**