

FRIENDS OF THE PALO ALTO LIBRARY

BOARD OF DIRECTORS MEETING

CUBBERLEY ANNEX DECEMBER 9 2016

Call to order: The meeting was called to order at 9:02AM by President Peter Dehlinger

1. Roll Call

Present: Tom Clark, Nancy Cohen, Peter Dehlinger, Charlotte Epstein, Nigel Jones, Ann Justice, Tina Kass, Suzanne Brown Little, Gerry Masteller, Karen Neier, Jim Schmidt, Martha Schmidt, Steven Staiger

Absent: None

Guests: Monique le Conge, Janette Herceg

2. Agenda Approval

The agenda was approved as presented.

3. Minutes of November board meeting

The November minutes were approved as presented.

4. President's Report - Peter Dehlinger

Peter spoke about the directions that he would like to see FOPAL take in the next few years.

He would like to see us increase our use of electronic payments which improves counting the money after the sales and which provides for the possibility that people will spend more with credit cards.

Peter also suggested the development of a procedures manual for our volunteers. This would include our philosophy, what we do and how we do it, rules of etiquette and safety procedures.

Another area would be to meet with other local Friends group to share ideas.

The board passed a motion to honor Frank McConnell for all of his volunteer work with a Life Membership and a proclamation to be written by Peter.

#### 5. Library Director's Report - Monique le Conge

Monique expressed her appreciation to Peter for his help.

Saturday December 12 from 11 to 1 will be a celebration for Mitchell Park's 1st birthday in its new building. The theme is Frozen with winter wonderland decorations courtesy of the teens.

There were 500,000 visitors to MP in one year in the new building compared with around 200,000 the previous year in the temporary building.

Rinconada was honored by a California Preservation Society Award.

The California Library Association granted a PR Excellence Award to the Palo Alto City Library for the Grand Opening of the Mitchell Park Library and Community Center. <http://www.cla-net.org/?page=115>

There will be the installation of drive-up book drops at MP and Rinconada.

A new project will be the installation outside at MP of bike repair stations similar to what exists at the Mountain View library. There will also be a map of safe routes to the libraries, some bike education, and in the summer a program on learning to repair bikes.

The IOS move to Sierra is in the testing phase. Monique has been in touch with the Santa Clara County library system which had issues with their installation.

The expectation is that the new system will go live in February or early March. Link + is shut down now but should be better when it returns with the new system.

Monique commented that the librarians who attended a tour of the FOPAL process were appreciative of all that they learned.

Suzanne expressed her appreciation that the FOPAL store also received snowflake decorations.

Nigel remarked that this was a good moment to introduce his PA Holiday Fund agenda item. Nigel has already checked with Bill Johnson on the possibility of a library project being funded through a FOPAL award and that this is an approved process. Monique suggested a \$2500 match for a bike mobile with a FOPAL logo,

library cards for kindergarteners project, or books and literacy material presented to new parents in the hospital. Monique agreed to write the grant for the project of her choice by the January 8 2016 deadline.

Monique commented that Mitchell Park library could be available for meetings earlier than 10AM as someone is often there starting at 7:30AM. We wouldn't be using the public entrance.

## 6. Reports of officers/committees

### 6a. Treasurer - Karen Neier

Total book sales income for November was \$29,186.91 and other income was \$4,085.57 for a total gross income for November of \$33,272.48. Total book sale expenses were \$21,437.75 leaving a net book sale income of \$7,749.16.

The Annual Appeal has brought in \$6,000-\$8,000 annually for the past few years at a cost of \$1000 which is a good return.

Karen has learned that she needs to push the librarians to spend the money in the various Library Lovers Funds so now with this knowledge spending is moving forward. Verna Graham is working with donors to define what the book plates should say.

If a memorial or recognition fund receives over \$1000, the fund will be designated as a named fund. Funds that don't reach \$1000 will go into the Misc Fund. Karen commented that many people have sent in notes with their donations expressing the importance of the libraries and that some of these notes might be included in the Foreword. At the moment the funds and the donors receive little public recognition.

The librarians are currently providing an itemized list of what books were purchased so donors can be informed on the purchases through their funds.

There was a question concerning the fact that such a small percentage of the general grants to the libraries have been spent since the beginning of the fiscal year in July 2015.

Martha and Karen clarified the current annual appeal and membership renewal process with respect to the annual appeal receipts. In the past Martha had opened annual appeal donations envelopes. She would direct a portion of the donation money to membership renewal dues if appropriate for the donor and then the rest would be allocated to the appeal. Several years ago in order to expedite check

deposits, the treasurer or a designated alternative became the only person to open the mailbox and sort the mail.

Currently all money designated as donations are treated as such by the treasurer, either as an annual appeal, unrestricted or restricted (LLF) contribution. The membership secretary has the discretion to use some of the donation to create or renew a membership for the donor. Thus annual appeal income is no longer reduced by amounts credited to membership renewals.

FOPAL receives about \$800 a month from the Stanford Credit Union associated with FOPAL memberships.

There was a suggestion from Jim that we formalize a process for development by first looking at all the bits and pieces that are currently part of our donation process. Jim, Karen, Nigel and Martha will start this process.

There was a comment concerning how the board will obtain more information about the spending plans of the library. Eric Howard reported to us a few months ago but Eric no longer works at the library. Nigel will ask Monique who will be taking over the reporting and when we will receive the information.

#### 6b. Book Sale - Suzanne Little/Janette Herceg

Janette discussed the upcoming December Member Sale. Nancy worked on the language for the newsletter and for the website to clarify the policy that a Life Membership allows the purchase of up to 50 books even if the Life Member brings an accompanying person. Only two people will be allowed entrance on one Life Membership. Life Members will be entering at 9AM and will receive a small green ticket allowing the purchase of 50 books which must be presented to the cashier. The 50 book ticket must be used by 10AM when other members will enter and the book purchase limit will be 12 books. The public will enter at 11AM.

Gerry volunteered to help provide security between 8AM until 9AM and possibly for another hour.

An extra cash box will be needed for the membership signup table outside. Janette will connect with Karen regarding the amounts needed in each cash box.

Some volunteers have complained that they don't get membership sale information. New signs with this information have been posted.

It was agreed that anyone at the Sponsor level can also get in a 9AM with the same limitations of 50 books.

There was some discussion about the Sponsor level which the board voted to eliminate last month when the assumption was that there were no Sponsor level memberships but there are a few.

The board passed the motion that owing to the discrepancy between our website and the membership brochure on the Sponsor level, the board will defer action until January to give full consideration to reinstating the Sponsor level. In the meantime for the December sale the Sponsor level will be treated like a Life Member between 9 and 10AM.

#### 8. Palo Alto Weekly Holiday Fund - Nigel

This was discussed under item 5 with the library director's report.

#### 9. Planning for January retreat

Last year's retreat was held at Mitchell Park. There was a comment that the retreat concept has been greeted with some skepticism so a suggestion was made that instead of a retreat an hour be set aside in the January meeting for discussion of issues chosen by the president.

Nigel will discuss with Monique if we can get into MP at 9AM and what room will be comfortable for us.

We will conduct regular business at the start of the meeting and leave the rest of the time for discussion of issues. Time scheduled will be from 9 to 12. Nigel will send out a draft of possible topics in the week between Xmas and New Year. We will get a morning snack from Ada to paid for by FOPAL.

#### 10. Other

No other business

#### 11. Adjournment

The meeting was adjourned at 10:55AM.

Respectfully submitted,

Charlotte Epstein  
Secretary

