

FRIENDS OF THE PALO ALTO LIBRARY

BOARD OF DIRECTORS MEETING

RINCONADA LIBRARY

April 13, 2016

1. Roll Call

Call to Order: Nigel Jones called the meeting to order at 9:35 a.m.

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

Absent: Martha Schmidt

Guests: Ruth Ann Garcia, Janette Herceg

2. Agenda Approval

The agenda was approved by acclamation.

3. Minutes of January Meetings

Suzanne Little moved that the minutes be approved as corrected. Motion passed unanimously.

4. President's Report

- May Board location: On May 11th the FOPAL Board will meet at the Cubberley Annex (9:30 a.m.).
- Non-profit Management Software (preliminary update): Nigel distributed a summary spreadsheet of the beginnings of an analysis of non-profit software management options. He's started a review of options and will schedule discussions of these for future meetings. The spreadsheet includes all functions that may be supported by available packages.
- Book Bucks: Discussed as part of Director's Report
- Bicycle Library: Discussed as part of Director's Report
- Restitution: The schedule for restitution related to the volunteer theft was discussed. It calls for only \$100/month in March/April/May to reflect the reality that these months are often difficult because of tax payment deadlines. One payment of \$100 has been made to date. Nigel read to the Board the text of his most recent communication with the individual, who has not responded. The Board will discuss this again at the May meeting.
- Other

-- The Library will have a table at the May Book Sale, with Library staff available to provide information about the summer reading programs.1

--*Foreword:* Nigel and Peter are working on this—the goal for completing the next edition is April 30th and it's likely that they'll be able to meet it.

--Brochure: The updated FOPAL brochure is completed; copies were distributed to the Board and it has been posted on the FOPAL website.

--Storage: The storage unit is empty (as hoped and promised), but we now have a complaint from FOPAL volunteers that we don't have a storage unit and that boxes of donations are piling up. The new shed was purchased to provide space to store furniture and other items, but not boxes of books. Janette will contact Cubberley staff to see if there's available space at Cubberley, either for temporary or permanent use. This will need to be discussed at the next Board meeting.

5. Library Director's Report (RuthAnn Garcia for Monique le Conge Ziesenhenn)

RuthAnn Garcia provided a report on PA Library programming over the past quarter (December 2015-May 2016), acknowledging the continuing and substantial support of FOPAL for this effort.

She provided a detailed summary of the programs, expanding on the information in a document she distributed to the Board, and highlighting a couple of the programs (Date Night and BookFace). The group discussed in some depth the Local Author Festival and the Brown Bag Book Club. (The Brown Bag Book Club was also discussed by Board members after Ruth Ann departed, in particular the fact that this is a program sponsored by FOPAL, which also sponsors a separate FOPAL Book Club that has asked for more support. This will be discussed at a future meeting.)

RuthAnn noted that a number of the programs respond to patron ideas and recommendations, and that the Library staff will be seeking feedback from Library users in a more structured manner in the near future. She pointed out the planned summer events, in particular the Summer Reading Program, which has been developed for babies, children, teens and adults. Board members asked about the value of Book Bucks, which are used as prizes for the program. Karen Neier reported that about \$2500 worth of the Book Bucks are redeemed in a typical year.

In conclusion, RuthAnn explained that the PA Library is able to develop programming that other libraries can't because of the FOPAL support.

6. Volunteer Manager Report (Janette Herceg)

--Janette is looking at creating "house rules" for buyers for the Bargain Room.

--Safety guidelines will be added to the volunteer orientation material.

--Training for high-value listers took place last month.

--FOPAL is encouraging more credit card use at Book Sales.

--Website updates: Janette is working with Frank on this; Janette will let Tina know what to change. An example is removing "want list" items. Tina offered to teach Janette how make simple changes to the website.

--Sorting Room: Janette and volunteers are in the process of clearing out broken furniture, etc.

--Procedures Manual for volunteers: Proposed changes and edits have gone to Suzanne and Peter. There was no indication about when this might be completed.

7. Committee Reports

• *Finance (Karen Neier)*

- Karen Neier distributed a monthly Sales Report (for March and April) and the March Monthly Report. Both show projections of lower income than budgeted for this point of the budget year. Generally, we're behind on both the Cubberley and the Amazon income numbers. Board members did not consider any changes to the budget at this time, but a number pointed out that we would need to keep this in mind when preparing the budget for FY17.
- Jim Schmidt provided some analysis of an estimated shortfall (ca \$7000) in revenue for FY16 and increase in expenses (ca \$11,000).

- Karen has notified Monique that we might be able to provide less funding this year. Monique will be setting priorities.
- *Book Sale Committee (Suzanne Little)*
There was no additional report beyond Janette's.
- *Nominating Committee (Nancy Cohen)*
Nancy Cohen reported that she may have identified a general Board member possibility, but the possible new treasurer has had to drop out.
- *Membership (Martha Schmidt)*
No report
- *Marketing (Ann Justice)*
Nigel noted that Ann's summary of the wide variety of marketing efforts that she has undertaken for some time is quite impressive. Ann described a number of the most effective materials, including bookmarks (very effective), the brochure, and listings on external websites (including Craigslist).
- *Personnel (Suzanne Little)*
Evaluations for the staff are underway and should be completed by the end of May 2016. The Personnel Committee is working on this, and comments are welcome from individuals who've had significant interaction with the staff. She noted that copies of the evaluations are available only to Board members and should be treated as confidential.
- *Website (Charlotte Epstein)*
Charlotte reported on the ad hoc committee meeting with Frank McConnell last month. The group reviewed about half of Charlotte's helpful and lengthy list of suggestions. Frank made a number of changes at the meeting, and will continue to be involved with the FOPAL website.

Meeting was adjourned at noon.

Respectfully submitted,

Tina Kass
Secretary