

FRIENDS OF THE PALO ALTO LIBRARY
BOARD OF DIRECTORS MEETING
DATE: May 11, 2016

1. Call to Order

Nigel Jones called the meeting to order at 9:30 a.m.

2. Roll Call

Present: Nancy Cohen, Peter Dehlinger, Charlotte Epstein, Nigel Jones, Ann Justice, Tina Kass, Suzanne Little, Gerry Masteller, Karen Neier

Absent: Tom Clark, Martha Schmidt, Jim Schmidt, Steve Staiger

Guest: Monique Le Conge Ziesenhenn

3. Agenda Review

There were no changes to the agenda.

4. April 2016 Minutes

The April minutes were approved by acclamation.

5. President's Report

The following topics were discussed as part of the President's Report:

- ***FY2017 budget and related topics***

Karen Neier distributed a proposed FOPAL Budget for 2016-17, which served as the basis for discussion of a number of related topics.

***End-of-Year Projections for FY2016 and proposed FY2017 Budget*

Nigel suggested that Board members first consider the projections for the remainder of AY16. Total Income is anticipated to be about \$15,000 below the budget for AY16 and Total Book Sale Expense is anticipated to be almost \$6000 over the AY16 budget. A general discussion of how optimistic or pessimistic we should be regarding the budget for next year followed.

With regard to Amazon sales, Nigel reported that Jerry Stone urged the Board to budget \$125,000 in Income for FY2016, stating that he was confident that he could meet that target since he would no longer have clerical/maintenance tasks to do next year. After extensive discussion about setting realistic goals and managing them, the **Board decided to keep the budget for this item at the \$110,000 proposed.**

With regard to Cubberley Book Sales, Board members agreed that the Income trend from this activity is clearly decreasing. Last year's budgeted amount was \$220,000 and the current projection for the year is down to \$205,000. Reasons for the decrease range from changing patterns in the book business (i.e., more on-line sales and fewer on-site sales) to a higher proportion of low quality book donations. Various suggestions were made to increase this item, including raising prices, trying different models for sale (such as "specials" in selected sections, 50% sales in the Main Room on Sundays, etc.). In addition it was suggested that section managers be trained to list on Amazon, thereby increasing the already growing income from that source. **The Board decided to budget \$200,000 for Cubberley Book Sale Income for FY2017.**

Karen asked the Board to consider an additional item, Meals and Snacks, which was \$3000 over budget. The overage was primarily because of the joint FOPAL/PACL volunteer event; if FOPAL sponsors this kind of event in the future, she will charge the expense to the PACL Grants Paid line.

Nancy reminded the Board that any software purchase/installation would add expense to the budget. Charlotte pointed out that FOPAL will almost certainly need to add additional storage space.

MOTION: Nancy moved to approve the budget for FY2017, as amended during the discussion. Gerry Masteller second. Motion passed unanimously.

*****Grants to the PACL***

Karen reported on the proposal from the PACL for grants in AY16. We have a request for \$138,000, as follows:

\$42,000	Youth Programming (primarily the Summer Reading Program)
\$ 9,000	Adult Programming
\$80,000	Collections
\$ 7,000	Supplies

Given the state of the AY16 Income/Expense projections, Karen proposed that we reduce the amount to \$100,000, as follows:

\$30,000	Youth Programming
\$ 6,500	Adult Programming
\$57,000	Collections
\$ 6,500	Supplies

She noted that we would need to take funds out of the Endowment for an allocation over \$100,000. The Endowment Fund currently has a balance of a little over \$198,000.

Board members discussed the importance of providing funding for these basic and important PACL needs, and also noted that FOPAL's purpose is to support these kinds of activities.

MOTION: Suzanne moved that FOPAL provide \$120,000 in grants to PACL in FY2016, taking \$20,000 out of Endowment. Seconded by Charlotte. Motion passed unanimously.

*****Equity Funds (Endowment Fund, Fund for the Future, General Fund)***

The Board discussed the relationship of Annual Appeal funds and the Endowment Fund. Both the Endowment Fund and the Fund for the Future are built by monthly transfers (\$3000 to the EF and \$2000 to the FF). Nigel pointed out that it is likely that Annual Appeal donors

assume that their contributions are allocated for PACL services promptly, although the FOPAL practice has been to keep it in the Endowment Fund, almost as a reserve.

MOTION: Nancy moved that all Annual Appeal income be used within the same year for grants. Seconded by Suzanne. Motion was defeated.

The Board continued its discussion of the Annual Appeal and agreed that it should review the text of the solicitation letter to ensure that it accurately describes the use of funds donated to this effort, and that description say that contributions are all used for current and future PACL needs.

- ***Retention of files***
Karen is reviewing the policy for retention of files and will report on her findings at a later meeting.
- ***Book Sale Events***
Nigel reported that the following special topics will be focuses at upcoming Book Sales:
**June: Summer Reading Programs signups (staff by PACL)
** August: Possible health-related topics.
** September: Palo Alto History (Steve Staiger is working on PAHA, PAST Heritage and History Museum
- ***“Foreword”***
Nigel has seen the 2nd version and will send it to Peter for final proofing; it appears to be very close to completion. The feature story will be a history of FOPAL.
- ***LAC Meeting Report:*** Nigel reported that the new Assistant Library Director was introduced to the LACF at its last meeting.
- ***Calendar 2016*** : No changes were suggested.
- ***Meetings with other Friends groups:*** Nigel is working on this.

6. Library Director’s Report (Monique le Conge Zeisenhenne).

- Monique reported that the PACL budget presentation to City Council went very well; no changes were made to the proposed FY2017 Library budget.
- Staffing: New Assistant Director is on duty now and will attend the FOPAL meeting next month. Next month there will be a replacement for Chad—specifics are to be announced very soon. The Library expects a couple of staff retirements this summer.
- The Library has conducted periodic bedbug inspections since the crisis earlier this year and will continue to schedule them every 4-6 months. The good news on this front is that all is clear.
- Gerry Masteller asked if there was any feedback on the new PACL catalog platform. Monique said that there hasn’t been much comment, which suggests that most users are finding it fairly easy to use. Some suggestions made for improvements are: 1) sort a borrower’s books in as order that can be specified by the user (i.e., alphabetical by author, date borrowed, etc.); 2) integrate the book purchase suggestion feature with catalog.

- The “Library Bicycle” is on order as are the library book drops for Rinconada and Mitchell Park.

7. Volunteer Manager Report

Janette Herceg did not attend the meeting and there was therefore no report.

8. Reports of Officers/Committees

- *Finance Committee/Treasurer* (Karen Neier)
Given the lengthy discussion of the budget and other financial matters during the President’s Report, there was no additional report from Karen.
- *Ad Hoc Website Committee* (Charlotte Epstein)
Charlotte provided a brief update on the FOPAL website, noting that there will be a second meeting of the ad hoc committee. Frank is continuing to work actively on the website, for which we are all grateful.
- *Nominating Committee* (Nancy Cohen)
Nancy reported that the person who was first interested in serving as Treasurer and then wasn’t may be interested again. Peter Dehlinger suggested that the Board review the job descriptions of the Treasurer and Assistant Treasurer to ensure that expectations are clear. In addition, it would be helpful for potential Treasurer candidates to understand their role as well as the role of the Assistant Treasurer. Board members agreed that they need to review those descriptions as soon as possible. Nancy also reported that Jenny Munro has agreed to stand for election as a FOPAL Board member.

9. Other Business

The following topics were placed on the agenda but not addressed during the meeting:

- Update on volunteers’ procedures manual (Janette Herceg)
- Membership procedures manual
- Jerry’s Report
- Restitution issue
- FOPAL Book Club
- Non-Profit Management Software: preliminary report

All will be added to the June agenda.

10. Adjournment

Suzanne moved to adjourn. The meeting was adjourned at 11:45 a.m.

Respectfully submitted,
Tina Kass
Secretary