

FRIENDS OF THE PALO ALTO LIBRARY

BOARD OF DIRECTORS MEETING

June 8, 2016
Rinconada Library

Call to Order:

The meeting was called to order at 9:35 a.m.

1. Roll Call

Present: Tom Clark, , Peter Dehlinger, Ann Justice, Nigel Jones, Tina Kass, Suzanne Little, Gerry Masteller, Martha Schmidt, Jim Schmidt, Steve Staiger

Absent: Nancy Cohen, Charlotte Epstein, Karen Neier,

Guests: Monique Le Conge Ziesenhenne, Sheila Bishop, Gayathri Kanth

2. Agenda Approval

No changes were proposed.

3. Minutes of Previous Meeting

Jim Schmidt moved that the minutes for May 11, 2016, be app-roved. All voted in favor.

4. President's Report

- *2017 Budget:* Nigel Jones reminded Board members that the 2017 FOPAL Budget was approved at the May meeting, and asked if there were any further comments or questions. There were none.
- *Grants:* At the May meeting, the FOPAL Board agreed to provide \$120,000 in grants for PACL library programs and services. Karen Neier has worked with Monique Ziesenhenne on the funding. This is not quite completed.
- *Retention of files* – Since Karen was not in attendance this was postponed until July
- *Non-Profit Management Software:* Nigel has been reviewing various possibilities. There are over a hundred software packages that support non-profit administrative tasks, at varying levels of complexity, completeness and cost. Nigel explained that a key factor will be cost. Jim Schmidt noted that there are many postings on the FOL listserv on this topic. Nigel has asked other Friends groups what they use, but they are typically quite a bit smaller than FOPAL with less complex programs, so they don't have much experience or guidance to give. Given the scope of the analysis, he is considering appointing a small committee to work on this and will be in touch with FOPAL Board members about this.
- *Software/Hardware Purchase/Maintenance/Upgrades:* Related to the management software issue, there was a brief discussion about using the Fund for the Future to pay for software,

hardware and related investments. In general, Board members agreed that this is a reasonable use of the Fund.

- *Summer Book Sales Plans/Themes:*
 - June: No special program
 - July: Member sale/ PACL Summer Reading Programs signup
 - August: Health theme may be possible.
 - September: History Month at FOPAL – PAHA, PAST Heritage and the History Museum.
Steve Staiger will take the lead on this.
- *Foreword:* Nigel distributed the Spring 2016 edition of the *Foreword*. Charlotte Epstein and Peter Dehlinger worked on the final version along with Nigel. This will go out to by mail about 700 people by the end of this week. Nigel will be reviewing the membership list and comparing it to the 700 names on the list used for this mailing. Nigel asked when Board members thought the next edition should go out. Most thought that either November or December makes sense.
- *Meetings with other local Friends Groups:* Nigel is getting close on a meeting with other Friends groups (June 27th).
- *Restitution of Stolen Funds:* The FOPAL Board went into Executive Session to discuss this topic.

5. Library Director's Report

- Monique reported on the Summer Reading Program and distributed a flier describing the program. She explained that the goal for the PALC this year is to get more people to complete the program, not specifically to sign up.
- PACL Staffing: Two librarians will be retiring, Mary Ann Young (20 years of service) and Anita Delaney (15 years). Monique introduced Gayathri Kanth. Gayathrie has over twenty years of library experience, primarily at the Cupertino branch of the Santa Clara County Library system, where she was involved in teen and adult services. Monique reported that Alex Perez, will be the new circulation manager, starting next week.
- The City of Palo Alto budget approval is scheduled for next week. Monique expects that there will be no changes to PACL proposals.
- Monique introduced Sheila Bishop, one of the experts on the new library catalog platform. Sheila provided a demonstration of the new platform and answered questions that arose. Questions that arose were:
 - What is customized for PACL? Not too much, but the PACL staff are working on improving it.
 - Generally it's difficult to customize for an individual library.
 - Purchase suggestions by library users by means of the catalog platform are not possible, but staff are looking into ways around this shortcoming of the system.
 - Gerry suggested that the staff schedule workshops for users; Sheila said they had a workshop but only 4 people came.

6. Officer/Committee Reports (not covered earlier in the meeting)

- *Book Sale Committee* (Suzanne Little)
 - Althea Andersen is leaving the area to move to Florida. In addition Marcia Goodman is leaving the area. Both will be honored at the volunteer lunch this month.
 - The committee will be reviewing the entire "ephemera" area. Althea has been very open to accepting to any donated items. This will now be re-evaluated, Peter noted that many of the items are basically junk and can't possibly bring in enough money to balance the effort

that would go into continuing to accept, sort, store and sell this material. Note: Ephemera sales bring in about \$5000/year.

- Suzanne reported that we are basically out of space for donated books, and we need to find more. The sorting room is full of boxes, which has started to affect volunteer morale.
- *Membership* (Martha Schmidt)
Membership procedures manual: Nigel will review who should be doing what on the membership procedures manual. It appears that it wasn't clear to anyone who should be responsible.
- *Website* (Charlotte Epstein)
The ad hoc committee met again and has gone through the list that Charlotte created.
- *Volunteer Manager*
Nigel reported that Janette Herceg will no longer attend FOPAL meetings on a regular basis. Regarding the volunteers' procedure manual, which Janette was expected to update, Peter reported that while the existing manual is not bad, it lacks detailed guidance that volunteers need. Peter will take on the task of reviewing and revising it.

7. Postponed Agenda Items

The following items will be added to future meeting agendas:

- Retention of files
- FOPAL Book Club
- Purchasing Policy
- Credit Card Update
- Volunteer Procedures Manual
- Membership Procedures Manual

8. Adjournment

Jim Schmidt moved to adjourn at 11:40 a.m. Tom Clark seconded. All approved.