

FRIENDS OF THE PALO ALTO LIBRARY

BOARD OF DIRECTORS MEETING

July 13, 2016  
Rinconada Library

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

1. Roll Call

*Present:* Tom Clark, Nancy Cohen, Peter Dehlinger, Charlotte Epstein, Nigel Jones, Ann Justice, Tina Kass, Suzanne Little, Gerry Masteller, Karen Neier, Martha Schmidt, Jim Schmidt, Steve Staiger  
*Guest:* Monique Le Conge Ziesenhenn

2. Agenda Approval

No changes were proposed.

3. Minutes of Previous Meeting

**Jim Schmidt moved that the minutes for June 8, 2016, be approved. All voted in favor.**

4. President's Report (Nigel Jones)

- *Non-Profit Management Software Update:* Nigel reported that he is still trying to set up a meeting to review options.
- *Book Sale Themes*
  - July: Library Summer Reading Program signup was coordinated by PACL staff on Sunday morning in the Children's Room.
  - August: Office of Emergency Services will be present with information about its programs.
  - September: History Month topics will be coordinated by Steve Staiger. PAHA, PAST Heritage and the History Museum will be represented.
- *Foreword:* As a result of the latest *Foreword* publication, FOPAL has received some interesting renewals and memberships.
- *Friends Groups Meeting:* Nigel, Suzanne Little and Karen Neier attended a meeting of local Friends groups (Redwood City, Los Altos, San Mateo City, Mountain View) arranged by Nigel on June 22, 2016. It was clear that FOPAL operates on a much broader scale than the other groups, which have very low overhead for their fundraising efforts. One similarity is that all of the groups are drowning in donations and struggling to handle them. The Board discussed the effort that FOPAL makes for a net donation similar in size to those of other friends groups. Some of the differences identified are: paid staff, substantial rental costs (other groups use space provided by their city), monthly frequency of book sales. There was agreement that it will be useful to have a strategic overview of FOPAL's net annual revenue at a future meeting, likely to be October.
- *Jerry's Report :* Nigel reported on Jerry's behalf that a key volunteer sorter is out for 3-4 weeks so fewer books have been listed on line recently. There is, however, good news in that Dick Grote is now handling science and technology listings.

- *R&R Books*: Nigel reported on the interest expressed by R&R Books in working with FOPAL. R&R Books has been in operation for about four years, specializing in selling used books. Representatives said that they would purchase books from FOPAL: \$3 for an unsorted box and \$1 for a sorted box. They do not want hardback non-fiction, PACL discards, children's titles, etc., etc. Nigel has been selling them books that have been stored in Althea Andersen's garage, netting \$500 in the last couple of weeks. The experience has been very good so far, and he raised the question of whether we should expand this arrangement. One unknown is the capacity of R&R Books to maintain the level of service they've managed so far. They are a small company, located in Reno. Nigel will continue to sell to them and will return to the Board with a report in the next few months. We may want to ask them to clear out the Bargain Room each month after the "free books" event.
- *Storage Options*: Nigel reported that all off-site storage is cleared out at this point. This does not include Althea Andersen's garage (\$200/month), which remains an important storage location. Fortunately, we are not being asked to vacate it in the near future. There was some concern about the fact that hundreds of books are sitting outside under tarps in the yard behind H2/H3. In addition, there is mounting pressure from PACL staff to relieve them of a large number of red bins as soon as possible. FOPAL would have no problems handling twenty red bins, but PACL has many more than that in their own storage area. Others noted that PACL discards generally don't sell and are usually put into the recycling bins by FOPAL. There's no reason that the library staff can't do this themselves. Nancy suggested that we consider telling PACL staff that we cannot take their PACL discards from now on, and that they will have to arrange for another way to discard their books. **Jim Schmidt moved that FOPAL decline to accept PACL discards from this point forward. Tina Kass seconded. The Board decided to postpone a vote on this until September.**
- *Centinela State Prison Book Donations*: Jim said that prison library collection development policies are quite unlike those of other libraries, and could require donations to be reviewed in advance beforehand. There would also be a requirement to pack and ship, which would be FOPAL's responsibility. Gerry Masteller also noted that establishing a program like this could set some kind of precedent for complex donations by FOPAL and we might want to avoid it. Board members agreed that we could not consider this.
- *FOPAL Calendar*:
  1. Annual Meeting: The Annual Meeting must be scheduled before the end of October, according to FOPAL Bylaws. It will be scheduled immediately after the regular FOPAL Board meeting on October 12, 2016. It will begin at 11:00 a.m.
  2. Board Member/ Officers Nominations and Election: FOPAL Bylaws state the following:
    - \*\* "The nominating committee shall compile a slate of nominees for all the Directors' positions which are or will become vacant, and present it to the membership at the Annual General Meeting. Nominations from the floor are permitted. . . . Directors shall be elected by a majority vote of the members present at the Annual General Meeting." (Article V, Section 1)
    - \*\* "Officers shall be elected by the membership at the Annual General Meeting. The Nominating Committee shall present a slate of candidates, and other candidates may be nominated from the floor." (Article VI, Section 2)
 The Bylaws state only that the Nominating Committee will present a slate of Directors and a slate of Officers to the members at the Annual Meeting, but not that the membership must be notified of the slates in advance. Nancy stated that even if not required by the Bylaws the slates should be published in the *Foreword* published before the Annual Meeting, which means that the next issue of the *Foreword* will need to be issued in September.
  3. Annual Appeal: We will plan for this effort to be completed in November.

#### 4. Library Director's Report (Monique Zieshenne)

Monique Zieshenne reported that the PACL now has a full management staff for the first time in three years, with Alex Perez's arrival a few weeks ago as Library Services Manager for circulation. PACL has just opened recruitments for three senior librarians. The staff is busy with summer reading programs and is already putting together plans for next year. Generally, staff need to plan programs about 6 months in advance. Nigel asked about the bike library; it's on order and should be delivered in August. Bike repair stations and book drops are scheduled to be in place by the end of August.

#### 5. Reports of Officers/Committees

##### • **Treasurer's monthly report (Karen Neier)**

- Theft Restitution: The Board went into an executive session to discuss this item.
- Audit: The possible new Treasurer has noted that it would be a good idea to have a financial audit completed in the near future. The scope of the audit will need to be determined, but there was general agreement that this is advisable.
- Retention Policy: Karen asked the Board to review the document that she distributed, itemizing all of the official documents that FOPAL should be retaining and who should be responsible for each item. She recommended that we begin following a policy from now on. There was general agreement that we should do this, but a number of items remain to be discussed regarding this recommendation:
  - Format of documents (hard copy, on-line).
  - Location of document (central file storage, cloud storage, other).
  - Responsible individuals (staff, Board members); this is particularly important, but not discussed due to the late hour.
  - Document tracking: who and how.
- Treasurer Candidate: Karen reported that there is a possibility that Shawn McGuire is willing to take on the Treasurer role next year.

##### • **Book Sale Committee (Suzanne Little)**

The committee has decided to try to minimize the Ephemera category and will not accept donations of miscellaneous items, with the exception of art and frames, which sell well. In addition, she reiterated that the continuing influx of red bin items has become overwhelming.

##### • **Membership: Martha Schmidt**

Martha reported that the Membership Procedures has been lost. She and Frank McConnell will attempt to re-create the document for her successor. She reminded Board members that she will no longer chair this committee after December, and will prepare a job description for the next Membership Committee Chair. [NOTE: Since the Board meeting, Martha and Frank have found the manual and will review it for the next Membership Committee Chair.]

##### • **Website: Charlotte Epstein**

There has been no additional meeting of this committee since the last Board meeting. Nigel asked who was now responsible for updates; Frank McConnell is doing this.

##### • **Marketing: Ann Justice**

Ann reminded Board members that any changes in practices mean that a number of documents need to be updated, not only the website. She noted that the change in the Ephemera policy, for example,

needs to be updated on many, many documents/bookmarks/etc. There was no discussion about who should document this change and notify Ann about this.

- **Nominating Committee: Nancy Cohen**

Directors: Ann Justice is leaving FOPAL Board; Jenny Munro has agreed to stand for election.

Treasurer: Shawn McGuire has agreed to consider an appointment to this office.

- **Volunteer Manager: Janette Herceg (not present)**

Peter reported on the updating of the volunteer procedures manual. He has been doing the work on this and has given the sorting section to Suzanne for review. The more difficult one will be on-line sales and he will work with Nancy on this.

## 6. Adjournment of Board Meeting

**There was a motion and second to adjourn the meeting at 11:55 a.m. All voted in favor.**

Respectfully submitted,

Tina Kass  
Secretary

### ***ITEMS NOT RESOLVED AT THIS MEETING, TO BE CARRIED OVER TO THE NEXT:***

- PACL Red Bin Issue
- Document Retention Policy/Practice
- Overview of FOPAL Net Income

### ***FOLLOW-UP ITEMS FOR NEXT MEETING***

- Storage status (including Cubberley options)
- Financial audit
- Theft restitution status (small claims court action)
- Volunteer Procedures Manual
- Membership Procedure Manual