

**FRIENDS OF THE PALO ALTO LIBRARY
BOARD OF DIRECTORS MEETING**

MINUTES

September 14, 2016 (9:30 a.m.)

Rinconada Library

1. Call to Order:

Present: Tom Clark, Nancy Cohen, Peter Dehlinger, Charlotte Epstein, Nigel Jones, Ann Justice, Suzanne Little, Tina Kass, Karen Neier, Steven Staiger

Absent: Gerry Masteller, Jim Schmidt, Martha Schmidt

Guest: Monique LeConge Ziesenhenn

2. Agenda Approval

The agenda as proposed and distributed by Nigel Jones was approved.

3. Minutes of previous meeting

The minutes for the July 2016 Board meeting as revised were approved

4. President's Report (Nigel Jones)

- *Theft Restitution:* Small Claims Court: FOPAL paperwork has been accepted by the Small Claims Court. A court date has been set: November 2nd. The former volunteer needs to be notified/served with papers. Nigel has arranged to have the letter sent via certified mail. He will be present at the court on November 2nd and suggested that he, Suzanne Little and Karen Neier attend.
- *Cubberley Space RFP:* The original date to notify bidders was to be September 8th, but there is still no news—new tentative date is September 26th “or later.”
- *September Book Sale Weekend:* Steve Staiger and representatives of local history groups were present, including the Palo Alto Historical Association and the History Museum. These drew quite a few visitors through mid-day on Saturday and accomplished the goal of making people aware of these organizations. An additional visitor was the new “popup library.”
- *Foreword Sept 2016:* The next issue is at the printer. Nigel still needs to get the membership list from Martha Schmidt.
- *Jerry's (i.e., On-line Sales) Report:* Nigel reported on some very high value sales in the past month. He noted that the actual income numbers are down a bit, mostly because of vacations of two key people.
- *Storage/Althea's garage:* We still have some things being stored there but most of books have been sold to R&R Books.
- *R&R Books:* This company (described by Nigel at the July meeting) took all of the unsorted boxes in the garage at \$3 apiece.
- *Annual Meeting:* The Annual Meeting will follow the October Board meeting. Steve noted that FOPAL used to have a special program, separate from the business part of the annual meeting.. It drew some FOPAL members, but the Board concluded that it wasn't worth the significant effort to plan something special.
- *Calendar 2016:* The annual appeal is on track for a November mailing.

- *Library Advisory Commission Study Session* (Oct 4, 2016): When Nigel visited the LAC earlier this year, there was a discussion about the study session and it was suggested that the LAC use their City Council Study Session as an opportunity to report on the significant FOPAL contributions to the Library and efforts to get more space at Cubberley.
- *Hardware/Software Review*: Nigel is waiting to get information from Frank McConnell about this.

5. Library Director's Report (Monique leConge Ziesenhenné)

- Volunteer Party is on Oct 20th and FOPAL Board members will receive invitations. The Assistant City Manager will be present.
- The PACL library bicycle project has been set up. It will include distribution of a Safe Rides to Libraries map, which is just being completed.
- 3-D printers are now available at Rinconada and are heavily booked. Use is currently free, but there will be a charge in the future (as there is for any PACL printers). There will be “conversations” with the community this month to see if anyone has a problem with putting these into the Mitchell Park LEEDS-Platinum building, since there is a minor “off-gassing” issue with these devices.
- The sign on corner of Newell and Embarcadero designed to bring attention to the Art Center and Rinconada Library is being installed, and should be fully in place before the end of September.
- Red Bins: PACL is working with an outside company to take its discards. The arrangement may result in a small amount of revenue, but there will definitely be no cost to the library. This hasn't yet started (it needs to be reviewed with City Attorney), but Monique confirmed that she will instruct PACL staff that no library discards are to be sent to FOPAL for handling from now on. This should reduce the number of red bins significantly since they will now be used only for donations to FOPAL.
- Book drops at Mitchell Park and Rinconada: The contract for construction was issued last week. It's not clear when work will begin.

6. Officer/Committee Reports

Treasurer (Karen Neier):

- *Audit*: Shaun MacGuire, the likely new Treasurer believes that a financial review rather than an audit is necessary, contrary to the report and Board discussion at the July meeting. Karen will talk with him about how this might be accomplished. This should be a third-person review.
- *Yearend*: Karen requested two motions she needs to complete her year-end process:
 1. **Approve moving \$30k from the Endowment Fund into the General Fund in order to fund already-approved grants.**
 2. **Approve rollover of unspent funds to AY17 (amount to be determined by Karen). Nancy Cohen moved and Steve Staiger seconded both motions. They were approved unanimously.**
- *Document Retention*: Karen reminded board members that a few months ago she and Nancy provided a list of FOPAL documents that need to be kept and who should keep them. Most of the document retention is in the areas of the Treasurer and the Manager of book sales and those two people will be responsible for those areas. Other than those, there is no description of policy or procedure regarding the format to be kept or the location of the documents. The board was not prepared to discuss a process at this meeting.

- *FOPAL Cost Structure*: The Board had a broad general discussion of income and expense trends. There were no conclusions drawn, except for an agreement that the board should discuss this again.

Book Sale Committee (Suzanne Little)

The committee continues to look at the Ephemera category, including use of the shed for storage. Suzanne clarified that the committee has decided to minimize Ephemera, which will now be accepted on a limited basis and discarded after the sale. In addition, magazines are no longer accepted. Art and frames will continue to be accepted and kept until sold. It was suggested that the Book Sale Committee document these decisions and that they be reflected on the FOPAL website, which continues to say that Ephemera and some magazines are welcomed.

Membership (Nigel Jones for Martha Schmidt)

- The Membership Committee User Manual was found. This is a description of the process to follow to create and update records in the Membership database, but it is not a technical manual. Although Nigel reported that he thinks it's not very useful, he will work with others on testing the process to be sure it's correct on the procedure side. Once the User Manual has been tested, Tara Neier has volunteered to take a look at the technical aspects of the database. She and/or Frank McConnell may be able to help set up a technical manual. Tara may also be willing to test the possibility of exporting the Access membership data to another application (to be determined).
- Martha has also provided a job description, including an estimate of the amount of time she typically spends on this responsibility: about 10 hours/month except for the two special mailing months which typically required 20 hours a month. A possible candidate for the Membership Committee chairmanship is Raji Ramamurthi, who's very interested in taking this on and will meet shortly with Martha Schmidt.

Website (Charlotte Epstein)

There have been no changes to the website. Some Board members suggested that Suzanne contact Frank to update text on website related to ephemera.

Nominating Committee (Nancy Cohen)

Resumes for Shaun Maguire (who has agreed to serve as Treasurer) and Jenny Munro (who has agreed to serve as Board Member) will be sent to all Board members.

Volunteer Manual (Peter Dehlinger)

Peter reported that, to get a better idea of what to describe in the Jobs chapter, he plans to spend some time doing the jobs for a month or so. These could include: Research and Listing (high value, Amazon, etc); Coding the status of books on the shelves (slips and shelving); Fulfillment; Consolidating books. He's also thinking of adding additional possibilities for volunteer jobs, such as Art, Marketing, IT. Peter asked the group if they thought he should include a description of money-handling procedures in the Sales chapter. All agreed that he should. This should be coordinated with the review of the procedures related to the new treasurer (see above)

7. Adjournment

Steve moved to adjourn at 11:55. The motion was passed by acclamation.

FOLLOW-UP ITEMS FOR NEXT MEETING

- Money-handling review
- Volunteer Procedures Manual: Status
- Membership Procedure Manual review and technical review: Status
- Ephemera policy: Update FOPAL website
- Document Retention Procedure
- Overview of FOPAL Net Income