

FRIENDS OF THE PALO ALTO LIBRARY  
BOARD OF DIRECTORS MEETING  
WEDNESDAY OCTOBER 9, 2013

The meeting was called to order at 9:03 AM by President Peter Dehlinger in the FOPAL Annex.

1. Roll Call

Present: Tom Clark, Nancy Cohen, Peter Dehlinger, Gretchen Emmons, Charlotte Epstein, Ann Justice, Gerry Masteller, Frank McConnell, Jim Schmidt, Martha Schmidt, Steven Staiger, Ed Walker, Tisa Abshire Walker,

Absent: Gene O'Sullivan, Camille Sarrant, Tom Wyman

Guests: Monique le Conge, Verna Graham (candidate for election to board of directors) Janette Herceg, Nigel Jones (candidate for election to board of directors)

2. Agenda Approval

Peter had some additions for the agenda: a discussion about bringing the membership rolls up to date, the annual appeal letter, and the members' only sale in November.

The agenda was approved with these additions.

3. Minutes of September meeting

The September minutes were approved as presented.

4. Library Director's Report - Monique le Conge

The library staff is continuing with the assumption that Mitchell Park will be open by the end of the year. There will be a soft opening as soon as the library can serve the public then there will be a grand opening probably in January.

There was a question from the board as to whether the Burkoth Memorial Fund books will be on the shelves with bookplates when the library opens. Monique will look into this.

Link+ will be suspended on November 1 to avoid mixing the Link+ books with the regular library books during the move. When Link+ returns probably in early 2014, it will likely include media as well as books.

Main Library project is going well.

There will be an uncomfortable period of maybe 4 to 6 weeks between the closing of the temporary Mitchell Park and the opening of the new Mitchell Park.

The fire marshall is scheduled to assess Mitchell Park at the end of November for an occupancy certificate.

Monique will meet with Nancy and Janette to work out the process for FOPAL donations.

LiveMocha will be the new online database for language learning. Users connect to live speakers.

Monique handed out the new brochure listing library hours and information about FOPAL sales.

MakeX has been very popular.

A conditional offer has been made for the assistant director position and final interviews are in process for the circulation supervision position.

The FOPAL insert has gone out in this month's utility bills.

5. LAC Report - Bob Moss was not present

6. President's Report

One urgent issue is to find a treasurer for FOPAL. Many people have been asked but no one has accepted for the term starting in January 2014. The consensus was that Ed has done a very thorough job and it will be difficult to find an equivalent replacement.

There was a question as to whether we could employ someone to be treasurer. This would increase costs and the people who have been asked and declined were not interested in compensation.

Ed has placed the position of treasurer on volunteer websites and it will be in the upcoming volunteer bulletin. He remarked that there are many openings on volunteer sites for non profit treasurers. This is not an easy position to fill.

Peter would like to see a revenue increase of \$5000 a month. This increase starts with getting more volunteers, expanding the customer base, and increasing online sales.

There was a question as to whether we have an estimate of the number of people attending sales. No one had an estimate. There was a suggestion to count receipts from the receipt books for a very rough estimate. We seem to have fewer dealers as buyers and more collectors and readers. We now pick through our books more carefully to place online. This may have affected the interest that dealers have in our sales.

Nigel volunteered to count receipt books or look into the possibility of having a volunteer use a counter at exit.

## 7. Reports of officers/committees

### 7.1 Treasurer - Ed Walker

Total book sale income for September was a record \$34,626.76 and other income was \$800.71 for a total of \$35,427.47. There was a large PBA sale and Amazon sales were twice as large as usual. Book sale expense was \$25,673.22 leaving a net book sale income of \$18,953.54.

Ed also presented the 1st quarter report. Net book sale income for the quarter is up \$9,756 over the 1st quarter budget and change in total assets for the quarter is \$27,124. Contributions are down but the annual appeal should help.

There was a question regarding the number of volunteers working in HV sales. The number is about 12 but varies. There is a need for people to do shipping as Jerry is now spending most of his time working on shipping not listing. There was a comment that it is not always easy to find books for shipping and a suggestion that there needs to be an improvement in the way books are organized.

A financial issue for the board is that all the leases for the modular buildings expire as of December 31, 2014. The city and school districts are in discussion about the Cubberley property so the situation with regard to a lease past 2014 is indeterminate. There would be a \$25,000 charge to dismantle each module and take it away. There will be a rent increase in H2 for \$20 to 40 a month back to July 2013.

There was a remark that if FOPAL can't rent space at the reasonable costs we have now then our program might not be viable.

### 7.2 Book Sale - Nancy Cohen/Janette Herceg

Janette - There has been some moving of sections in the main room. The holiday area has moved to a space outside the sorting room. Signed books went to the individual sections. Philosophy and psychology got more space and new age and reference had a decrease in space. Scotty Zimmerman will make new floor maps.

There has been additional training for the sorters and sections managers especially on lifting and packing boxes. Flammable materials have been removed from the Main Room. A demonstration on the use of a fire extinguisher is being planned.

The book buying policy has been revised to remove mention of a form for volunteer book payments that is no longer used.

FOPAL will be getting excess carts from temporary Mitchell Park after it closes.

Vern Rice wrote up "12 book limit scenario" for the book sale newsletter this month.

### 7.3 Martha - Membership Database

Martha is working to organize a current database for Verna Graham so she can take over as Membership Chair. Jerry Stone donated a computer for this project but the database doesn't work on the donated laptop. The laptop probably needs to have Word and Excel installed. Martha will email her database to Peter so that he can get the Foreword out. There are probably are 1000 to 1200 active memberships.

### 7.4 Annual Meeting - Peter Dehlinger

The notice to members must go out 15 days before the meeting which is scheduled for October 30 at 10AM.

The agenda for the meeting includes the election of 2014 board members, the annual financial summary, the approval of the bylaws, and any other business from members.

Peter will pick up medium roast from Peets. The board should arrive by 9:45 AM to help arrange the room for the meeting.

### 7.5 Nominating Committee, Treasurer position - Jim Schmidt

This issue was discussed earlier in the meeting.

### 7.6 Annual Appeal

Martha said that the President writes the appeal letter and the Secretary arranges for the production of the letter and other materials. The Membership Chair provides the address labels. The Copy Factory has been used in the past for printing and folding. The goal is to have all the materials ready so the board can help stuff the envelopes after the annual meeting on October 30. Jim will send his last three appeal letters to Peter for examples.

### 7.7 Members Annual Sale - December 14

Last year Janette did a great job of advertising this event and she will be encouraged to repeat her efforts this year. The Membership Chair needs to provide a complete and current membership list. There need to be at least two volunteers on duty from 7:30 to 11 AM to check the membership list. Life members can enter from 9 to 10 and other members from 10 to 11.

There was a suggestion to add notification of this event to the Foreword which is going out soon.

8.0 Other Business

9.0 Adjournment

The meeting was adjourned at 11:04 AM.

Respectfully submitted,

Charlotte Epstein  
Secretary