

FRIENDS OF THE PALO ALTO LIBRARY  
BOARD OF DIRECTORS MEETING  
July 8, 2015, FOPAL Annex

Call to order 9:00 am PT

1. Roll Call

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

Absent: Gerry Masteller

Guests: Monique le Conge, Janette Herceg

2. Agenda Approval

The July agenda was approved as presented.

3. Minutes of June meeting

The June minutes were approved as presented.

4. Library Director's Report - Monique le Conge

Monique reported that the Summer Reading program has gotten off to a fantastic start and that it wouldn't happen without FOPAL. There are separate activities for Children, Teens and Adults. The summer goal for Children was 1800 and that was passed last week with signups accepted until August. Listening to audio books also counts.

The theme this year is music which includes music, dance and movement. The reward for the summer reading program is a new book.

There is a big uptick in signups this year with the completion of the libraries. MP has become a destination.

Public Works is wrapping up the punch list at MP with the contractor. The Green Acres door is still not working but PW will be taking on that project from the contractor and will see that it is finished.

The construction of the gondola for Rinconada is still in process. There were difficulties with the construction firm on previous gondolas but this is the one local firm that does the work.

The bench at Rinconada has been installed. The plaque still needs text.

Monique will report on library statistics and usage numbers to the board in September.

The staff is still investigating the possible acquisition of a bike mobile library and the maintenance issues. The bike would be used to carry books at outreach events instead of bringing books in buckets. Karen wanted to know if we should reserve \$5000 from the LLF for the bike but Monique said that there is still money from 2014 that could be used.

The city council passed the budget with the staff increases. People are now being interviewed and they should be in place by September 1.

There was a question as to whether there had been any comments from interested parties to the strategic plan that Monique discussed last month. The LAC reviewed it and there will be a study session with the council in early October.

## 5. Reports of officers/committees

### 5a. Treasurer - Karen Neier

Total book sales income for June was \$32,476.78 and other income was \$5,742.57 for a total gross income for June of \$38,219.35. Total book sale expenses were \$17,551.23 leaving a net book sale income of \$14,925.55.

Karen presented the proposed budget for 2015-2016. The \$220,000 income from Cubberley sales tracks back for several years. The \$98,000 for a year income from Amazon is about \$8100 a month. We are renting two rental spaces which are full. Jerry is trying to process the backlog but the proposed rent expense assumes some continued extra rental spaces.

The advertising expense includes FOPAL bags but when the bags are sold at the sale the income isn't tracked separately. The income is included as part of Cubberley sales.

The amount for payroll expense assumes that Jerry will work 30 hours a week though we might need to increase this to work through the backlog.

There was a discussion of how to get rid of the storage. We can't just dispose of the books without going through them to find the HV books. Ideally the low value books would not be retained in the extra storage units. The Book Sale Committee will look into these issues.

There was a consensus that it would be adequate if budget reports to the board be delivered semi-annually.

The board passed the proposed budget for 2015-2016 as presented.

## 5b. Book Sale - Suzanne Brown Little / Janette Herceg

Janette discussed the preparations for the upcoming semi-annual member sale this month. There will be two lines - one with people who have their member cards in hand and those who don't. There will be home baked cookies courtesy of Martha and Jim Schmidt. Dean is doing five special coffees. The sale will be open to Life Members from 9-10 AM and from 10-11 AM for other members. There will be no line at 11.

Last month Janette interviewed 29 volunteers. They will be sorting, listing, schlepping and pricing. There are students from Gunn, Paly, Stanford, Harker and JLS.

An overflow sale is being considered for August.

There will be a section/sorters meeting at the end of the month at MP. The topic will be safety and first aid, fire extinguishers, and lifting will part of the presentation.

Jenny Jordan will give a Power Point presentation for FOPAL volunteers in October on the status of our programs at the libraries during National Friends of the Library week.

The golf cart is not keeping a charge which has been a problem from the beginning. The golf cart is going in for inspection and possible repair. For the week that it is out we will be renting a replacement cart for \$250. The cart is essential for our work.

Suzanne reported that the last meeting of the Book Sale Committee concentrated on safety. An area behind the computers has been marked with tape so that book boxes will not make the computers inaccessible and will not pose a danger to computer users.

All new volunteers get important information on safety but existing volunteers may not have been presented with this information. This information will also be presented at the section/sorters meeting this month. A Safety Committee will not be organized until people who have some background in safety can be involved.

There was a discussion regarding the carts that Nancy is looking to purchase for the Main Room. She wants carts that can be loaded with banker boxes. Finding the right cart is more difficult than anticipated.

## 6. Nominating Committee - Jim Schmidt

Jim passed out the proposed slate for the October election.

The Assistant Treasurer is not on the slate and is not required for the slate. There still has not been a good candidate who has wanted the position. At the end of next year we will need a new treasurer.

Peter volunteered to be Assistant Treasurer starting August 1. He will discuss the requirements of the position with Karen.

#### 7. Foreword and Annual Meeting announcement for September - Peter

The Foreword needs to go out in September with the slate for the Annual Meeting which will be held on October 14th, the 2nd Wednesday in October.

The September 9th board meeting will start at 10 AM at Mitchell Park. The general meeting in October at MP will start at 11 AM so the board meeting will be from 10 to 11 AM.

A few ideas for the September Foreword include a report on the Summer Reading Programs with interviews and the MP bookstore.

#### 8. Adjournment

The meeting was adjourned at 11:02 AM.

The next meeting will be Wednesday September 9 at 10 AM at MP.

Respectfully submitted,

Charlotte Epstein  
Secretary