

FRIENDS OF THE PALO ALTO LIBRARY

BOARD OF DIRECTORS MEETING

March 11, 2015 FOPAL Annex

1. Roll Call

The meeting was called to order at 9:02AM by President Peter Dehlinger

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

Absent:

Guests: Monique le Conge, Janette Herceg, Bob Moss

2. Agenda Approval

The agenda was approved.

3. Minutes of February meeting

The minutes of the February board meeting were approved.

4. President's report - Peter

Peter is planning for a Foreword to come out late this month or in early April.

5. Library Director's Report - Monique le Conge

MP is very busy. The staff is working on budget proposals for adding hours of service which would require more staff. Many of the part time people have other on-call library jobs which pay more than PA. When they are working elsewhere, they are not available for work in PA. This is one of the unintended consequences of part time staff. We have 3 branches that are open 7 days a week. There might be fewer programs if staff has to be used for more hours.

There was a question for Bob Moss concerning whether the LAC has requested more funding for the library. The LAC has asked for more funding and more hours. The city's income is predicted to be more than \$5 million over budget this year. If the library got just 10% of this - 1/2 million - it would be a big help.

There was a question on part time work and the ceiling for benefits. Monique answered that part timers all work under the PERS ceiling which is less than 1000

hours per year. Librarian part time rates are based on city wide standards so they could not be raised unilaterally.

Our per capita expenses are high but we have 5 libraries for 64,000 people. Interesting statistics about California libraries can be found at www.californialibrarystatistics.com.

Two (2) hours have been added at Children's so now it closes at 6PM on Friday and Saturday instead of at 5PM.

New hires are now being started on Sunday through Thursday shifts. Paying overtime on Sunday to full time employees does not increase benefits.

MP did stay open until 10PM for Finals week for high school students with ID.

There was a question about the lack of a drive-by book drop at Rinconada. Monique replied that there was a decision to use automated book drops which are important for library efficiency. There is still a drive-by book drop at Children's. The public may not be aware that many types of non-book materials end up in book drops. The issue of the drive-by drop will be reconsidered if there is public interest.

Eric Howard will come to the April board meeting in place of Monique. He will bring a half year report and he will be prepared to comment on programs.

There was a question regarding the availability of the FOPAL garden space area to the public. Monique looked into this and later in the meeting indicated that the door locks for this area are on the city punch list. When that work is completed the area will be available.

6. Reports of officers/committees

6.1 Treasurer - Karen Neier

Total book sales income for February was \$28,937.78. Total book sale expense was \$16,045.20 leaving a net book sale income of \$12,892.58. Other income was \$1,710.65 and other expenses were \$0 for a net total income without grants of \$14,603.23.

MP brought in \$1000 for February which is very exciting.

February total income is better than January. There was a comment that a projection for total gross income for the fiscal year based on these numbers might be \$400,000 which would be a new achievement.

Annual Appeal to date is higher than last year. Martha commented that some people use the donation slip to renew membership rather than for the Annual Appeal so the count for the Annual Appeal may not be completely accurate.

There was a question about how members know when it is time to renew. Martha commented that she does a renewal run 4 times a year and that the arrival of the Foreword reminds some people. If someone sends in an appeal envelope and their membership has lapsed, then some of the money will be applied to membership and the rest to the appeal. Total membership is now around 850.

6.2 Book Sale - Suzanne Brown Little / Janette Herceg

Book Sale Committee has selected July for the Membership Sale.

The gondola issue at Rinconada might be resolved with the retrofitting of an existing gondola from Rinconada. Downtown sales are going down since the opening of MP. People at Rinconada have asked about book sales there so the hope is that the gondola will be popular.

FOPAL is looking to have a transition meeting with Palo Alto Library Foundation (PALF) as the organization comes to an end.

There was a comment regarding the multiple locations for cash handling. No one at the FOPAL store has access to the lock box. Karen picks up the cash from the boxes. The service desk might give change but Monique added that cash handling at the library is a touchy issue.

Janette noted that the H2 cleanup that was scheduled for April has already happened this month. The Gunn Youth Community Service group worked for 4 hours and now the courtyard is much cleaner.

The cleanup of the courtyard might help with our appeal to the city for permission to have a shed.

Janette is continuing to reach out to section managers through emails with guidelines for selling prices and encouragement to do listings for their own section. Information on sending books to Downtown, MP and Rinconada has been updated.

Jerry held a tutoring session with a few section managers on HV listings which went very well.

Fiction gave up one bay near the computer section. Jerry will be using it for Vintage Treasures which are better value books that are not HV.

Janette wants to reinstate counting books before and after each sale. She has sent out a request for someone to organize this but there has been no response yet. In the meantime Janette will ask section managers to keep their own stats.

There will be another count of the number of people who come to the March sale. In January 2300 people were counted. This is a big event for PA on a regular basis.

Canopy's Arbor Day was very kid themed and next year we will be more directed to that group.

FOPAL will have a table at the Sunday PAMP rummage sale, at the Share Fair at Lucie Stern and we will participate at the Cubberley Open House at the end of this month.

There was a comment from Karen that people often ask library questions at these events. Monique will provide library business cards to Janette which can be handed out at these events.

7. Jerry's hours - Suzanne, Karen, Nancy

The Book Sale Committee requested an increase in Jerry's hours to create listings and to provide training to others especially section managers. Jerry can do listings faster than anyone else so his work is especially valuable.

The Board passed a motion to increase Jerry's paid hours to 30 hours per week with goals to be set by the Personnel Committee.

There was a brief discussion of whether a good metric would be clearing out the backlog of unlisted books. However, once books are listed they might not sell for 6 months so sales figures are not necessarily the basis of a good metric.

There was a comment that both Dick Grote and Scottie Zimmerman can also provide excellent training.

Tom commented that requests for donation pick ups are down.

There was a question about whether ebooks are changing book buying. Monique replied that library circulation is up and that digital kids prefer hard copy books.

8. Nominating Committee update - Jim

Tina and Jim have not yet conferred on this. Jim will connect with Janette who was tasked with finding a non-board person as required by the ByLaws to serve on this committee.

Jim's objective is to have a slate for the fall Foreword. When summer is over, the job will be done.

Karen suggested that the advertisement for the Assistant Treasurer remove the statement that this is a board position. Some people have been interested in having a board position on their resume but have not been interested in doing the work of Assistant Treasurer. The position is now being handled by multiple people on sale days but that is not a long term solution leading to finding the next Treasurer.

9. Stepping into Palo Alto Library Foundation's (PALF) shoes - Peter

Peter had a conversation with Susie Thom President of PALF. They are willing to hand over their donor list and she suggested a meeting.

There was a comment that FOPAL might be able to develop small goals that would appeal to their donors.

There was a comment that this group has a lot of experience which they might be willing to share.

Peter will call Susie to set up a meeting.

10. Other

There were no other items.

11. Adjournment

The meeting was adjourned at 10:45AM.

Respectfully submitted,

Charlotte Epstein

Secretary