

FRIENDS OF THE PALO ALTO LIBRARY
BOARD OF DIRECTORS MEETING
July 12, 2017
Rinconada Library

1. Call to Order:

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

Present: Tom Clark, Nancy Cohen, Peter Dehlinger, Charlotte Epstein, Nigel Jones, Tina Kass, Suzanne Little, Shaun Maguire, Gerry Masteller, Karen Neier, Jim Schmidt, Martha Schmidt

Absent: Steve Staiger

2. Agenda

The following item was deleted from the draft agenda:

- Repository Update

The following item was added to the draft agenda

- Volunteer Lunch Cost

► **Charlotte Epstein moved approval of agenda as amended. The motion passed unanimously.**

3. Minutes of Previous Meeting

► **There was a motion to approve the draft minutes of June 14, 2017. The motion passed unanimously.**

4. President's Report (Nigel Jones)

- *High Value Listings/Amazon Status:* Nigel provided the Board with a summary of recent events that have resulted in the suspension of the FOPAL Amazon store. During Jerry Stone's recent absence three volunteers handled the order fulfillment work. One of the volunteers encountered a problem with the label machine/program and unfortunately neither notified anyone else or completed a number of order shipments. The FOPAL store on Amazon has therefore been suspended because of the number of late shipments. Jerry Stone is working on the Amazon appeal process to resolve this, but it will take at least another week to get a decision. If Amazon does not reinstate grandmabetsybooks, we will need to consider the options available to us, since Amazon sales now constitute a significant part of FOPAL income. The Board considered the following:

- Short-term steps: FOPAL will wait until next Monday or so to hear back from Amazon about reinstatement. If grandmabetsybooks is not reinstated, we'll proceed with setting up a second store, which will have no connection to the current store. Nigel will make this decision if necessary and inform the Board.
- Long-term steps:
 - * How can we prevent this from happening in the future? There was little discussion of this topic, which could include full cross training between the two paid employees, closing down the Amazon store whenever Jerry is away for more than a day or two, setting up a "failsafe" procedure in the case of equipment malfunctions.
 - * Should FOPAL consider setting up a second FOPAL store regardless of any reinstatement? This would provide some flexibility and insurance against relying so much on only one outlet. We need to know how much effort and cost would be involved in this.

* Future staff absences: This situation will occur in the future, and we should decide if we need to put the store(s) “on vacation” whenever Jerry is away and unavailable for more than a couple of days. There was general agreement that FOPAL should do this. Note: Jerry will be on vacation from July 22 through August 2 and we have no alternative to closing down the store for this period.

- *Member Sale:* This was a success, comparable to previous member sales.
- *Volunteer Lunch Cost:* Nigel said that plans are in place through August for managing the lunches, including, budgeting, who is in charge, who will offer support, food menu, pick up and clean up. In August there will be a lunch committee discussion regarding handling future sales lunches. Gerry noted that the lunches seem to have lower attendance than previously. Funding for the lunches through year end is covered by a donation from a volunteer and a Board agreed supplement. Funding of lunches in 2018 will be discussed at the September 2017 Board meeting.
- *Acterra:* Representatives will be present at the August Book Sale. Common Ground will be featured at a future Book Sale.

5. Library Director’s Report (Monique Le Conge Ziesenhenné)

There was no report since Monique was not present.

6. Officer/Committee Reports

Treasurer (Shaun Maguire)

- Regarding the Monthly Report in general, Shaun noted that June was not a “stellar” month, but that’s not unusual for June.
- The reallocation of assets, as discussed and approved at the June 2017 meeting, is reflected in the Monthly Report.
- Shaun reported that he and Monique have been discussing the manner in which grants are disbursed to the PACL. In general, the Board agreed that the Library should have as much flexibility as possible throughout the year in determining where they wish to allocate FOPAL grants. Although we assume that grants will be used for the purposes proposed by the PACL and although we will leave our accounting as we now have it, we will assume that the PACL Director could ask for changes in how the grants are used whenever necessary. The Board agreed that it wants to make it easy for the PACL to change priorities if necessary.

Book Sale Committee (Suzanne Little)

This report was pre-empted by Nigel’s report of Amazon issues, the member sale and the volunteer lunch costs.

Volunteer Manual (Nancy Cohen)

Nancy reported that there are still some points to clarify, but that the manual is basically completed. She would like to issue it in late August. Peter Dehlinger asked what the plans are for “publishing” the manual. He explained that one possibility was to issue sections (i.e., sorting, pricing, online sales, etc.) separately to individuals who worked in specific areas. Nancy said that the full manual will be available to all volunteers on the website, but individual sections will also be available. Details such as who would be responsible for ensuring that copies are printed and available in the Sorting Room, Bargain Room, etc., were not discussed. **MOTION: Nancy Cohen moved that she may proceed to disseminate the revised Volunteer Manual as soon as it’s ready. The motion was seconded by Tom Clark and approved unanimously.**

Nominating Committee (Nancy Cohen/Charlotte Epstein)

Neelima Meka has agreed to serve on the FOPAL Board. There is no candidate yet willing to serve as the new Book Sale Committee chair.

7. Adjournment

▶ **Jim Schmidt** moved to adjourn the meeting at 11:10 a.m. The motion was approved.