

## Friends of the Palo Alto Library Board of Directors Meeting

Minutes of Wednesday February 13, 2013

The meeting was called to order at 9:04 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, Frank McConnell, Gene O'Sullivan, Jim Schmidt, Steven Staiger, Jack Sweeney, Ed Walker, Tisa Abshire Walker

Absent: Gerry Masteller, Martha Schmidt, Tom Wyman

Guests: Janette Herceg, Monique le Conge, Bob Moss

### 2. Agenda Approval

Ed requested that door locks and the book fair be added to the agenda items. The agenda was approved with these additions.

### 3. December Minutes/January

The December and January minutes were approved as presented.

### 4. Library Director's Report - Monique le Conge

Monique, Bob Moss, and Janette Herceg should be included on the email list for the board agenda.

Monique reported that the shelving from the temporary Mitchell Park is leased so it cannot automatically be donated to FOPAL but she will inquire if there is any that might be available after the long lease period.

Nancy and Janette will arrange a visit with Monique to view the shelving at Main as a possibility for FOPAL.

Mitchell Park is now scheduled to open late 2013. On the city website the library building pages have an FAQ section to answer many questions about the construction progress.

Main Library will close on April 30 2013. The temporary Main will be located in the Art Center Auditorium and is scheduled to open on May 3. There will be a small collection sponsored by FOPAL. Main is scheduled to reopen in November 2014.

The library's annual data is now available as part of the city's open data project.

Gretchen commented on how well the remodeled Downtown Library is being used. Monique indicated that hours at Downtown and College Terrace will increase while Main is closed so that overall hours will only be down by 4. Link Plus will be temporarily housed at Mitchell Park.

Jim noted that the Bond Oversight Committee reports indicate that Measure M projects are still under budget by 3 million dollars.

Monique will meet with Janette about book donations. Everyone will be encouraged to bring donations to FOPAL at Cubberley. Mini-Main will have no space to handle donations.

## 5. President's Report

Peter's recap of the retreat is that the primary goal for this year is to systematize the high value book operation, the second goal is to redesign the website, and the third goal is to provide technical improvements for an email system to facilitate communication between volunteers and between volunteers and Janette.

Better communication is needed as demonstrated by the current difficulty of sending out information to the volunteers about the code changes to the locks. Ann commented that Janette is trying out Mail Chimp but also looking at Constant Contact as email systems.

The consensus was that no more action is needed as the communication issue is being addressed.

Jack would have liked more time at the retreat to discuss issues.

## 6. LAC Report - Bob Moss

The City Council has discussed whether the LAC is needed as commissioners have resigned and replacements have not come forward. The Council recently voted to change the number of commissioners from 7 to 5 with bimonthly meetings. The LAC vacancies will be advertised soon but Bob already has indications that there are people interested in serving.

The LAC will work on developing a system for how best to schedule and utilize the meeting rooms at Mitchell Park. Mitchell Park is between two schools so there will also be considerations on how to handle all the students.

Jim suggested that LAC look to other library systems with meeting rooms for ideas on how to manage Mitchell Park rooms.

Jim also commented that any system for allocating rooms to groups needs to be mindful of First Amendment issues.

## 7. Reports of Officers/Committees

### 7.1 Treasurer - Ed Walker

The January book sales income was \$26,238.28 plus \$6257.25 in other income for gross income of \$32,495.53. Expenses were \$17,202.84 for a net book sale income of \$9,035.44. We will be paying out \$110,00 for the rental collection at Mini-Main but at the end of the period about 1/3 of the books will belong to the library

The treasurer's report shows that book sale receipts haven't changed that much in the last two years as expenses have gone up due to expenses related to increase in staff.

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

The Book Sale Committee is putting together a volunteer survey using Survey Monkey which will be free if the survey is limited to 10 questions. Nancy passed out the 10 suggested questions and asked for additional ideas.

Peter asked whether information about displaying, pricing, and managing a section is being communicated through the section managers. Janette replied that lot of this information was discussed at the section manager's meeting last month.

Peter remarked that he has a large section and that he depends on Frank for pricing books. Frank suggested a system for looking up books for section managers who want this. Janette will consider some new volunteers who might be good for this. Section assistants could also serve as vacation backup.

Nancy is working on bylaws revisions which was an issue brought up at the retreat. Bylaws can only be voted on at the annual meeting though they can be discussed by the board. Any changes to the bylaws will be presented to members as changes recommended by the board.

The Book Sale Committee is considering a member sale in July and a Friday night member only sale. Verne Rice is a new member of the committee and Suzanne Little has rejoined. With the Main Library closing the committee is trying to simplify the red bin pickup by having the City do the pickup. They are reviewing other friends' groups with regard to what materials are accepted and what isn't. Ann has compiled a list with this information.

The door key code system has been figured out by Ed. Janette has requested volunteers to provide her with any codes they use so that all codes can be associated with a name. After April 1 any code not matched with a name will be deleted. The Children's Room has a new code which will be the only active code after February 14.

One of the golf carts has been sold for a net of \$1270 and one more will be offered for sale later this month.

Janette asked that the board approve reimbursements for volunteers attending the Antiquarian Book Fair in San Francisco on February 15-16.

Steve moved that the board allocate up to \$15 for cost of admission for any volunteer who wishes to attend and that people are encouraged to go in pairs to take advantage of the two for one postcards [which later proved unavailable]. Tisa seconded the motion. Ed amended the motion to allocate up to \$25 maximum and Tom seconded the motion. The motion was approved as amended.

Janette has been acting as Bargain Room manager with Doug Graham assisting but she is looking for a new manager. Children's book prices in the Bargain Room have been increased to 50 cents so the Sunday half price is 25 cents rather than 12 1/2 cents. Bargain Room numbers have improved and volunteers are much happier. She is comparing email programs for sending mass emails to volunteers. The Bargain Room fire extinguishers are now in compliance and will be inspected annually. She has offered the Chinese reading room \$15 a month to share their wireless for the Bargain Room.

The new membership brochures created by Ann were passed out.

7.3 High Value Books - Jack Sweeney

Jack is documenting what we are doing today with regard to high value books. Our Amazon site is working but needs improvement. There is no current strategy on how to handle the collectible older books that aren't appropriate for Amazon.

Jack is visiting local Friends' organizations to understand how they are running their organizations using a list of 30 questions he has developed. Some groups don't have volunteers do anything with the collectible and the books are offered for \$1.00. We have two goals - to fund the library and to get books into the community and these goals may sometimes be in conflict.

We will probably need to purchase repricing software.

Nancy suggested that maybe we could plan a simpler Better Book Bonanza

#### 7.4 Foreword – Peter Dehlinger

Peter is planning to put out a Foreword in March, July and October with a feature article in each issue. For the March issue he would like to do a feature article on Meet the Board. Each board member is requested to send Peter a one paragraph bio by February 28.

#### 7.5 Website - Ann Justice

The FOPAL website renovation is underway. Ann is in discussion with a potential designer for the website. There will be numerous content issues as well as design decisions.

Ed suggested that we have `firstname_lastname@fopal.org` for each board member so our personal emails are not public information but board members can be contacted. Frank will set this up. There was consensus that personal phone numbers of board members should not be on the web as they currently are.

#### 7.5 Membership - Frank McConnell

He deposited 61 membership checks in early January. The letterhead used to acknowledge membership needs to be redone to reflect current board members. All memberships are set to expire on the 15th of the month since this is always after a sale.

### 8. New business

#### 8.1 Nominating committee members and progress

The main need will be to find a new treasurer to replace Ed. The Nominating Committee needs to be reconstituted and a slate available around Labor Day. This item will be back on the agenda in March.

#### 8.2 - Lunch meeting with local Friends' groups

Nancy suggested that we should sponsor one of these lunches to share ideas with other groups. Ann, Gretchen and Peter would like to attend the lunch with a possible date sometime in June.

#### 9.0 Other Business

Frank asked whether we voted to change the membership fees or to change the standing rules.

Jim notes that we voted to change the membership fees and now we should change the standing rules.

Steve moved and Frank seconded a motion that the rules be amended to reflect these changes. The motion was approved.

#### 10.0 Adjournment

The meeting was adjourned at 11:15 AM.

The next meeting is Wednesday March 13 at 9 AM in the Annex.

Respectfully submitted,

Charlotte Epstein

Secretary