

FRIENDS OF THE PALO ALTO LIBRARY

BOARD OF DIRECTORS AGENDA

DATE: June 12, 2013

The meeting was called to order at 9:02 AM by President Peter Dehlinger in the FOPAL Annex.

1. Roll Call

Present: Tom Clark, Peter Dehlinger, Gretchen Emmons, Charlotte Epstein, Frank McConnell, Jim Schmidt, Martha Schmidt, Steven Staiger, Ed Walker, Tisa Abshire Walker, Tom Wyman

Absent: Nancy Cohen, Ann Justice, Gerry Masteller, Gene O'Sullivan, Camille Sorrant

Guests: Bob Moss, Monique le Conge, Janette Herceg

2. Agenda Approval

The agenda was approved as presented.

3. Minutes of May meeting

The May minutes were approved as presented.

4. Library Director's Report - Monique le Conge

There will be a groundbreaking ceremony on June 25 at 2PM for the Main Library construction.

Temporary Main is very popular. There has been high use of the collection from the beginning and the air conditioning is popular with the public. Circulation at Downtown went up 30% the first month after the closing of Main.

Stone facing is being installed at Mitchell Park. Monique is cautiously optimistic that the staff will be able to move in later this year.

The summer reading program has started. Janette noted that FOPAL is sponsoring Book Bucks for this program.

Text for the FOPAL insert in the utility bill will be due sometime in August. Monique will send the requirements to Peter. Janette will have the text ready for the July meeting. (ACTION ITEM)

Martha reported that the membership list is now current and has been turned over to Verna Graham who is taking over as Membership Chair. Martha will send the list to Evelyn at the library. (ACTION ITEM)

## 5. LAC Report - Bob Moss

Bob was reappointed to the LAC on Monday, June 10. Questions from the council indicated that they want the libraries to run properly and benefit the community. There were also indications that the upcoming budget will support the libraries.

There were comments from the board regarding how well the Downtown Library is being utilized.

## 6. President's Report

Peter remarked that the largest part of this meeting will focus on the concerns of the volunteers regarding the financial results from their efforts.

## 7. Reports of officers/committees

### 7.1 Treasurer - Ed Walker

Book sale income for May was \$21,951.05. Other income of \$6,226.37 included a \$5,000 anonymous donation. Total gross income for May was \$28,197.42. Total book sale expense was \$15,322.54 with net book sale income of \$6,648.51.

Ed reported that we have given out less in grants this year than in the past. Our major expenses are employees and rentals. He noted that we can't control the rent and we probably couldn't manage without employees. Rent expenses are \$4000 to Mobile Modular for two trailers and \$1700 to the city for rent.

There was discussion from the board about the way the employee costs affect how much we can afford to give and a concern about establishing whether we are getting value from what we are paying. The Book Sale Committee will consider how to define the parameters of the job and present this for discussion at the next board meeting. (ACTION ITEM)

The Book Sale Committee reviewed the manager in March and concluded that the job was being well done.

It was thought that the increase in revenue with a hired manager would come from the HV sales but that has not yet happened. The HV group is working the issue. More volunteers for all aspects of HV are needed.

## 7.2 Book Sale Committee - Nancy Cohen (not present) /Janette Herceg

At the last board meeting there was a suggestion to consider early entrance for members at each sale. The Book Sale Committee decided that the situation with the line would be the same only it would start earlier. Most volunteers do not want to start earlier and work an extra hour.

A new section manager meeting led by Dick Grote is scheduled for next month and will probably have 6-8 attendees.

One new computer has been set up in the Main Room.

The majority of people who responded to the credit card survey at the May book sale said they were not interested in using credit cards.

The FOPAL bags have arrived and we will be seeing them soon. 200 bags were purchased at \$1.42 each which can be sold for \$2 or \$2.50. There was a suggestion that there be a bag selling station before entering the book room and also one at the check out stations.

Starting with the July sale Suzanne Little will be making up snack trays for volunteers to be taken to each sale room rather than volunteers in the other rooms waiting for delivery from Main Room.

## 7.3 HV Books operations update - Janette Herceg

Jerry was working the HV books with very little help but now we are developing a group of a few dedicated volunteers. Kathryn Sarr is getting involved in all area of the HV process. Individual volunteers are writing up the their areas of expertise but there is no complete description of the entire process yet.

## 7.4 Foreword - Peter Dehlinger

The Foreword is at the printers and will go out on Monday.

The Annual Meeting will be held before the end of October as required in the By-Laws. The Nominating Committee will produce a list of candidates not later than Labor Day so the list can go into the September Foreword. (ACTION ITEM)  
Members must receive the slate at least 15 days before the meeting.

Peter will give a pdf of the Foreword to Frank who will put it on the website. (ACTION ITEM)

## 7.5 Website - Ann Justice (not present)

Peter reported that work on the website is continuing.

## 7.6 Membership - update on

check handling and acknowledgement letters - Martha Schmidt

The database is now current. Renewal letters will be going out next week. Verna Graham has taken over as membership chair.

## 8. New business

### 8.1 Nominating Committee members and progress

The Nominating Committee met June 11 and put together two lists - one list of prospective board members with 6 names and another list of prospective treasurers with 4 names. The committee hopes to finish their work by the end of July.

### 8.2 Communicating FOPAL financial information to volunteers and members

There is a white board in the sorting room that is used to display sales figures. Volunteers are interested in seeing the results after each sale. This should be kept current.

The treasurer always attends and reports sales figures at the Tuesday after sale meeting. Any volunteer interested in attending is welcome.

There was discussion about how much effort should be directed to communicating information to the volunteers and how much responsibility the volunteers should have for seeking out information.

It was noted that some volunteers are concerned that their efforts are less financially beneficial than in previous years due to the increased expenses of the book sales.

The board passed the motion that part of Janette's responsibilities will be to write a monthly email volunteer bulletin. (ACTION ITEM) Since Janette was not present for this part of the meeting, Tisa volunteered to discuss this with Janette. (ACTION ITEM)

Charlotte will post a list of board members in the sorting room. (ACTION ITEM)  
There was no consensus on what contact information for board members should be displayed.

Charlotte will create highlights of board minutes for this newsletter. (ACTION ITEM)

Peter and Charlotte will work up a template for the newsletter which will be reviewed at next month's meeting. (ACTION ITEM)

## 9.0 Other Business

Next month - discuss what email system Janette has or needs to easily send mass emails to volunteers.

## 10.0 Adjournment - 11:02 AM

The next meeting is Wednesday, July 10th in the Annex at 9:00am.

Respectfully submitted,

Charlotte Epstein

Secretary