

Friends of the Palo Alto Library Board of Directors Meeting

Minutes of Wednesday May 8, 2013

The meeting was called to order at 9:05 AM by President Peter Dehlinger in the FOPAL Annex.

1. Roll Call

Present: Nancy Cohen, Peter Dehlinger, Gretchen Emmons, Charlotte Epstein, Ann Justice, Gerry Masteller, Jim Schmidt, Martha Schmidt, Steven Staiger, Ed Walker, Tisa Abshire Walker, Tom Wyman

Absent: Tom Clark, Frank McConnell, Gene O'Sullivan, Camille Sarrant

Guests: Monique le Conge

2. Agenda Approval

The agenda was approved with the addition of a discussion of the grant requests to be considered with the Library Director's report.

3. Minutes of April meeting

The April minutes were approved as presented.

4. Library Director's Report - Monique le Conge

Monique passed out new flyers with updated information on library locations and hours.

Temporary Main is open in the auditorium of the Art Center and is filled with new books provided by a grant from FOPAL. The staff is packing up Main. A fence will go up around Main by mid-June.

Monique has confirmed that October is FOPAL's month to have an insert included with the city utility bill.

Mitchell Park may open in late 2013.

Monique passed out copies of the library grant requests. One new item is the Local Interest Collection which would acquire materials about Palo Alto, of interest to Palo Altans or written/created by Palo Altans. Other requests are for support of standard children and adult programs.

Due to vacation schedules it will be difficult to schedule a Finance Committee meeting to review the requests and make a recommendation to the board before the next board meeting, so there was a discussion about proceeding without the review by the committee. FOPAL does have the available funds for the \$116,000 in grants requests.

The board passed a motion to approve the grant requests without review by the Finance Committee.

5. LAC Report

Bob Moss was not present at the meeting.

6. President's Report

The most pressing issue is that the Membership Committee work is not being done on schedule. Ed is now taking checks out of the incoming mail, making copies of the checks and then depositing them. He suggested that we acquire a canned software program to handle membership. This discussion will be continued in agenda item 7.6.

Peter needs a volunteer to help with book pricing in the Business section.

7. Reports of officers/committees

7.1 Treasurer - Ed Walker

Book sale income for April was \$22,400 with other income of \$2000. Book sale expenses were \$14,000 so total income was about \$10,000. Each month \$2000 goes into the Endowment Fund and \$1000 goes into the Fund for the Future.

Last month FOPAL made a payout of \$106,00 for books at Temporary Main. Year to Date total assets are down \$127,000.

Ed expressed the concern that gross sales have not increased and net sales have gone down due to increased personal costs.

7.2 Book Sale - Nancy Cohen

Book bag samples will be arriving on Friday. The bag will feature "Friends of the Palo Alto Library" in big letters, sale information and our website name. There will be one color and one design. For an order of \$250 the price will be \$2.00 per bag which we can sell for \$3.00 per bag.

The Book Sale Committee is planning to pass out a questionnaire regarding the use of credit cards at this weekend's book sale. There was a discussion about the cost to FOPAL of using credit cards versus the possibility that people would spend more if they could use cards.

7.3 HV Book Operations

HV sales have decreased not increased though we consider this to be a potential growth area. The HV Committee will meet next Monday to discuss software that would help with pricing, repricing, and inventory control. A volunteer librarian will be needed to manage inventory.

Jerry Stone is currently doing all the shipping but we need more people. We are getting more shelving from Main that should help with organizing inventory.

The question was raised as to whether advertising would bring in more customers. We do advertise in Craigslist and Fogster. Another question was asked about advertising our HV books to our book sale customers. Ann noted that there will be a portal to our Amazon site on the redone website. Books are not organized by subject on the Amazon site so there is no easy way to direct our customers to FOPAL books in a particular subject.

Monique suggested that there be a book sale kiosk in the new Main library like the one in the Downtown library and like the one planned for Mitchell Park to replace the "Read and Return" sections that are being discontinued.

7.4 Foreword - Peter Dehlinger

Peter is working on getting out the newsletter.

7.5 Website - Ann Justice

The website makeover is progressing.

The website will offer a link for donations. Donors will receive an acknowledgment letter.

7.6 Membership

The board passed a motion to transition to a new membership and donations chair and to make the treasurer responsible for handling all checks from this point forward.

8. New business

8.1 Nominating Committee members and progress

Only one outgoing board member has not been contacted with regard to his/her desire to remain on the board. The committee is working to create a slate in time for the annual meeting.

8.2 FOPAL help with Mitchell Park opening celebration

This discussion is deferred until the library opening is closer. Janette and Nancy will continue to attend planning meetings held by the library.

9.0 Other Business

10.0 Adjournment - 10:59 AM

The next meeting is June 12, 2013 at 9 AM in the Annex.

Respectfully submitted,

Charlotte Epstein
Secretary