

**FRIENDS OF THE PALO ALTO LIBRARY
BOARD OF DIRECTORS MEETING**

**October 12, 2016 (9:30 a.m.)
Rinconada Library**

1. Call to Order:

Nigel Jones called the meeting to order at 9:35 a.m.

Present: Nancy Cohen, Nigel Jones, Ann Justice, Tina Kass, Suzanne Little, Gerry Masteller, Karen Neier, Jim Schmidt

Absent: Tom Clark, Peter Dehlinger, Charlotte Epstein, Martha Schmidt, Steve Staiger

Guest: Diane Lai, Jenny Jordan

2. Agenda Approval

The agenda as proposed and distributed by Nigel Jones was approved.

3. Minutes of previous meeting

The minutes for the September 2016 Board meeting as revised were approved.

4. President's Report (Nigel Jones)

- *Introductions and comments:* Nigel introduced the new FOPAL members (Shaun Maguire and Jenny Munro). He then asked each board member to introduce herself/himself briefly.
- *Cubberley Space RFP:* Nigel reported that FOPAL was not successful in its bid. At this point, there is still no new information regarding the bids (accepted and not accepted) on the City of Palo Alto bid website. Karen Holman has spoken up on behalf of FOPAL's interest in the space. Nigel and Suzanne Little are planning to talk with her about FOPAL's continuing needs; Suzanne has already made an initial contact.
- *Foreword Sept 2016:* It has been completed.
- *Jerry's (i.e., On-line Sales) Report:* Inventory listed online is now over 10k items, with a value of about \$450,000.
- *Appeal 2016 Letter:* This will be ready for a November mailing.
- *Inventory:* Nigel has completed an inventory and will send it to Tina Kass to re-format into a spreadsheet.
- *Volunteer Event (Oct 20):* Information has been distributed regarding this event.

5. Library Director's Report (Jenny Jordan and Diane Lai)

Jenny distributed a summary of data related to the Summer Reading Program (Ready, Set, Read!). The focus this year was on completing the program, rather than on signups. Even though the number of total signups dropped a bit, the numbers/percentages of completions rose. She thanked the board members and FOPAL for its continuing substantial support of the programs.

Jenny also pointed out the Bike PALS (stored in the Embarcadero Room), which were supported by FOPAL. She distributed the "Walk and Roll" brochure, which summarizes safe routes to the libraries. She reported that Bike PALS has been to a number of events (such as farmers markets and the Moonlight Walk). Construction has started on the bike repair stations.

The PACL will focus on increased inclusion as far as library programs for children and youth during the next year.

Diane reported on the collection development efforts, long a program supported by FOPAL. She distributed data regarding library collection age and changes in that over many years. The PACL focus as far as replacement purchases has been on Law (primarily “do-it-yourself items”), Technology/Computer Science, and Medicine. These are areas that clearly require current imprints.

6. Officer/Committee Reports

Treasurer (Karen Neier)

Karen will meet in the next couple of weeks with the individual who has agreed to review FOPAL processes and who will want a copy of the hardware/software inventory. She then distributed the report from the October Book Sale, pointing out that there was a slowdown in net income.

Book Sale Committee (Suzanne Little)

Suzanne reported that the FOPAL website has been updated to reflect what kinds of items (including ephemera) are now accepted as donations. The article published in the Spring 2015 *Foreword*, describing what happens to donations, is now on the website. FOPAL has joined “Linkages” which may result in more volunteers.

Membership (Nigel Jones for Martha Schmidt)

Martha has met with the new Membership Committee chair (Raji Ramamurthi).

7. Adjournment

Jim Schmidt moved to adjourn the regular meeting at 10:35. The motion was passed by acclamation.

FOLLOW-UP ITEMS FOR NEXT MEETINGS

- Money-handling review
- Volunteer Procedures Manual revision
- Membership Procedure Manual review and technical review
- Document Retention procedure
- Overview of FOPAL Net Income
- General inventory of FOPAL-owned equipment
- Improve internet service for volunteers (from Annual Meeting discussion)
- January: Discuss Annual Meeting issues (from Annual Meeting discussion)

MEMBERS ANNUAL MEETING

The Annual Meeting was called to order at 10:30 a.m. by President Nigel Jones. Three additional FOPAL members attended in addition to the board members.

1. Welcome: Nigel Jones introduced the guests and asked for their views on FOPAL activity (see below for a summary).

2. Treasurer's Summary: Karen Neier distributed a summary of income and expense over the past three years. There was a brief discussion of the document.

3. Member Discussion and Comments

There was a general discussion of past Annual Meetings, which typically drew more members. A question was posed regarding whether or not low attendance was actually considered to be a problem. In general, there is no requirement that a specific number of general members attend the Annual Meeting. Nigel said that we could consider making a bigger deal out of the Annual Meeting to attract more members, although he and others noted that low turnout could be interpreted to mean that there are no negative issues that people want to raise. Gerry Masteller suggested that the board should decide if low attendance is indeed an issue that needs solving before spending more time discussing whether or not to try to attract more attendees. At this point, we fulfill our "legal" obligation by scheduling the Annual Meeting and announcing it to the general membership in the *Foreword*. Nigel proposed that we agendaize this topic for the January Board meeting.

- The following suggestions and comments were made during the general discussion:
 - Post DRAFT Minutes within two weeks of the meeting on the website AND elsewhere.
 - Track the number of member views of the FOPAL website (assuming this is technically feasible).
 - Generally attempt to be as "transparent" as possible regarding Board activity.
 - Include brief introductions to Board members in the *Foreword*.
 - Better internet support in the FOPAL facilities would benefit volunteers. Local tech companies (such as Apple, Google) that might be willing to provide technical/financial support for FOPAL.

4. Election of Board Members and Officers

Motions were made, seconded and passed unanimously, as follows:

- Proposed for re-election to a two-year term (1/1/2017 through 12/31/2018):
 - Tom Clark
 - Peter Dehlinger
 - Charlotte Epstein
 - Tina Kass
 - Suzanne Little
 - Gerry Masteller
 - James Schmidt
 - Steve Staiger

- Proposed for election to a two-year term (1/1/2017 through 12/31/2018):
Shaun Maguire
Jenny Munro
- Proposed for election as officers for a one-year term (1/1/2017 through 12/31/2017):
President - Nigel Jones
Vice President - Suzanne Little
Secretary - Tina Kass
Treasurer – Shaun Maguire
Assistant Treasurer – Karen Neier

Note: The following are continuing members (through 12/31/2017):

Nancy Cohen
Nigel Jones
Karen Neier
Martha Schmidt

The FOPAL Annual Meeting concluded at 11:30 a.m.