

FRIENDS OF THE PALO ALTO LIBRARY
BOARD OF DIRECTORS MEETING
December 14, 2016
Rinconada Library

1. Call to Order:

The meeting was called to order by Nigel Jones at 9:30 a.m.

Present: Nancy Cohen, Peter Dehlinger, Charlotte Epstein, Nigel Jones, Ann Justice, Tina Kass, Suzanne Little, Gerry Masteller, Karen Neier, Jim Schmidt, Martha Schmidt, Steve Staiger

Absent: Tom Clark

Guests: Shaun Maguire, Bill Shreve

2. Agenda Approval

► **The agenda was approved unanimously as proposed.**

3. Minutes of Previous Meeting

► **The draft minutes of November 2016 meeting were approved unanimously.**

4. Report on Financial Review for 2015/16 (Bill Shreve)

Bill Shreve reported on his approach to this review, noting that he did not carry out the kind of review a CPA would conduct, but he considered accounts, financial transaction, cash handling procedures, and related topics. He highlighted the following:

- The amount of cash that FOPAL handles during Book Sale weekends is quite substantial; he advises that we review the cash processing routines on sale days to ensure that there are better controls. One simple improvement would be to ask cashiers to work in pairs at the end of each shift to count each other's cash boxes and get them to a locked place.
- Bill suggested that we not post the Monthly Treasurer Reports on the FOPAL website. Results could still be reported to the Board and volunteers, but public reporting is not necessary. Eliminating it would reduce risk.
- Bill recommends that FOPAL continue to ensure that all cashiers feel trusted; that is likely to be the most effective way to ensure that there are no problems.
- He encourages us to urge customers to use checks and credit cards, which will reduce the amount of cash that needs to be handled.
- Regarding check handling, it's not necessary to copy all checks in order prepare bank deposits; this would reduce effort significantly. Karen Neier reported that she did this for the past two sales and it worked well.
- Regarding the full array of FOPAL accounts, there are many, and transfers occur when needed. FOPAL doesn't currently keep a record of transfer authorizations; Bill recommends that we do that. If there were a Board Finance Committee, they could be responsible for such authorizations.
- Another consideration is to move some money to long-term funds that will provide more interest, even in these low-interest days.

- Another possibility is to set up the monthly reports to show clearly how each expense category corresponds to related specific income category.
- Risk assessment for volunteers and employees; both are in place (with safety instructions and disaster planning).
- Bill also suggested that FOPAL consider purchasing a safe for cash storage; these are available for around \$500.

Nigel summarized some points for the Board to review in January:

- Take Treasurer Reports off the website.
- Consider establishing a Finance Committee.
- Consider generating reports directly from QuickBooks; Shaun Maguire has some thoughts on this.
- Establish or review a disaster plan.
- Ask a police officer to look at our current cash storage and advise on its safety.

5. President's Report (Nigel Jones)

- *Board Introductions and Comments: Board Update:* Jenny Munro is moving to Portland and won't be able to serve on the Board. We aren't required to replace her unless we think it would be important. The Bylaws state that the number of Board members shall not exceed eighteen. As of 1/1/2017, there will be thirteen Board members. For the time being the Board won't make any additional recommendations.
- *Small Claims Update:* All paperwork has been completed.
- *Cubberley Space RFP:* There is another room (G9, 345 sf) which is in rough shape and will need some work. This could be used for storage only. We still have no idea of cost.
- *Annual Appeal Letter:* We've received over \$2500 so far.
- *Amazon Sales Report:* A high number of books were listed in the last month.
- *Inventory:* Nigel has completed the computer-related inventory
- *VIP mailing list:* Nigel is working on this and will have it available by January.
- *Kickoff Meeting (January) for 2017:* There was agreement on a January discussion of topics coming out of Bill Shreve's external review. The Board also decided to discuss the purpose of the October Annual Meeting.
- *Outreach to Local Technology Companies:* There is no news so far.
- *Centralized Document Storage:* Tina reported on the Google Drive progress. Frank McConnell is setting up a Google Drive that will be available to FOPAL Board members and will store, in a centralized location, primary documents related to the Board (e.g., Board roster, meeting schedule, approved minutes). Update: Frank has set up the Google Drive and it is being populated with documents. Board members interested in getting access should contact Tina or Frank; it will not be open to non-Board members at this time, until we all have a better understanding of its contents.

6. Library Director's Report

In Monique's absence, Nigel reported on some library activities.

- The return dropbox at Rinconada is in place. The one at Mitchell Park is in progress.

7. Officer/Committee Reports

Treasurer (Karen Neier):

- The Board discussed the kind of information that they should consider in January, given Bill Shreve's report. Specifically, this will include reviewing the Monthly Reports vis-à-vis budget, review of investment opportunities, appointment of a Finance Committee.
- Internet Service: ATT isn't going to fix the problem in the Main Room. Wifi access remains under par.

Book Sale Committee (Suzanne Little):

No report.

Membership (Martha Schmidt)

Martha is working with Raji on the transition and it's going well.

Website (Charlotte Epstein)

No report.

Marketing (Ann Justice)

Ann confirmed that she'll continue to work on FOPAL Book Sale publicity after she leaves the Board.

Volunteer Manual (Peter Dehlinger)

Peter still needs to complete the online procedures section. The remainder of the manual is completed and could be issued, however. Suzanne suggested that the rest of the Board review it before it's issued. Peter will distribute copies.

8. Adjournment

► **Steve Staiger moved that the meeting be adjourned at 11:15 a.m. The motion passed unanimously.**