

FRIENDS OF THE PALO ALTO LIBRARY
BOARD OF DIRECTORS MEETING
January 11, 2017
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, Tina Kass, Suzanne Little, Shaun Maguire, Karen Neier, Jim Schmidt, Martha Schmidt, Steve Staiger

Absent: Tom Clark, Gerry Masteller

Guests: Monique leConge Ziesenhenné, Ruth Ann Garcia, Jenny Jordan

2. Agenda Approval

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

3. Minutes of Previous Meeting

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

4. President's Report (Nigel Jones)

- *Cubberley Space (G9):* Nigel has received a lease agreement for this space (about 350 sf), which would extend through the end of 2019, with a cost of \$0.75/square foot.. This would be close to the cost of renting Althea's garage (\$200/month) and is much larger, but it will require some work. Nancy Cohen will review the agreement and Suzanne Little will address it with the Book Sale Committee.

► **Nancy Cohen moved that FOPAL move forward to approve the lease, pending her and Nigel's review. The motion was seconded by Suzanne Little and approved unanimously.**

- *Annual Appeal Letter:* The most recent numbers show that we are currently at about \$2000 over last year's total.
- *Amazon Sales Report:* Books Listed and Books Sold numbers are trending up. Inventory now is over 10,000 titles with an Amazon listed value of over \$400k.
- *VIP Mailing List:* Nigel is working on this.
- *2017 Calendar:* This will be put on the FOPAL Google Drive Repository.

5. Library Director's Report (Monique leConge Ziesenhenné)

- *Report on Library Services* Monique: introduced the two staff members who provided reports on PACL programs in 2016, in particular those supported by FOPAL:
 - * Ruth Ann Garcia reported on Adult Services: The PACL presented 300 programs with 5000 participants, including Welcome to America and recreational programs. She noted that early voting at Rinconada drew 1700 voters.
 - * Jenny Jordan reported on Youth Services: The PACL presented 900 programs with 41,000 attendees. Included were 128 teen programs (2000 attendees). The PACL has a teen advisory board which has been instrumental in identifying programs that appeal to the age group. Jenny also reported that the Bike Pals program has been active, with a presence at fifteen events, including Book Sales, schools and city events. The Bike Pals can check out books and issue library cards.

- *Bookplates*: Nigel asked Monique to explain when the PACL uses FOPAL bookplates. She reported that they are used for gifts with specific designations (as opposed to the more generic FOPAL stickers). Karen Neier noted that she has worked with a library staff member at MP who keeps track of all books purchased with a specific individual gift; once the gift has been fully expended, the donor is notified and provided with a list of items purchased with it.

6. Officer/Committee Reports

Treasurer (Shaun Maguire/Karen Neier):

- Karen distributed the December 2016 Monthly Report and the Budget Report for the first half of the current fiscal year. With regard to the budget, she pointed out that although the overall numbers are positive (FOPAL is ahead of the budgeted Net Income for this point in the year) a number of items for which the current numbers are fairly far off the budgeted amount. One example is the Meals/Snacks line (this item will go to the Book Sale Committee and return for discussion at the next Board meeting). In addition the general matter of the trend of Net Income decreasing over the past four or five years is an item for further discussion of the full Board.
- Shaun reported on the Treasurer “handover process.” He now has the Treasurer’s computer and has worked with Karen on the details of all transactions/accounts/etc. His first priority is to make sure that the current transactions are correctly recorded--other issues will be secondary at this stage.
- Shaun then took the Board through some of the points contained in the Bill Shreve report:
 - Cash Management: A number of the recommendations in these sections would be accomplished by the adopting the process at the end of this section of the document. The Board agreed that the Finance Committee (to be assembled by Shaun) should review the process and report to the full Board as soon as possible. The Board discussed a number of the recommendations that are not covered by the process description and concluded the following:
 - ***There was agreement that the Treasurer should no longer add the monthly reports or budget information on the FOPAL website (#4).***
 - ***Board agreed that FOPAL will encourage customers for pay with credit card or checks (#6).***
 - ***Regarding safe storage of cash, there is still investigation to be conducted (#7).***
 - ***Regarding report to Board on movements between bank accounts, there was general agreement that notification to Board isn’t necessary unless very large amounts (>\$5000) are involved (#8)***
 - ***Regarding limiting double signatures for checks over \$750, all agreed (#9).***
 - ***Regarding two signatures for Sales Workbooks, all agreed (#10).***

The Board agreed to ask the Finance Committee to meet and discuss the remaining items in the report, and to return with recommendation to the full Board as soon as is practicable.

Volunteer Manual (Peter Dehlinger)

Peter reported that he has completed the first draft of the Volunteer Manual. Nancy volunteered to complete an initial edit, and then send the draft to Peter, Suzanne and Nigel for further review.

7. Adjournment

► **A motion to adjourn the meeting was made, seconded and passed.**