

FRIENDS OF THE PALO ALTO LIBRARY
BOARD OF DIRECTORS MEETING
February 8, 2017
Rinconada Library

1. Call to Order:

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

Present: Tom Clark , Nancy Cohen, Peter Dehlinger, Charlotte Epstein, Nigel Jones, Tina Kass, Suzanne Little, Shaun Maguire, , Karen Neier, Jim Schmidt, Martha Schmidt, Steve Staiger

Absent: Gerry Masteller

Guest: Monique leConge Ziesenhenn

2. Agenda Approval

► **Karen Neier moved that the draft agenda be approved. Motion passed unanimously.**

3. Minutes of Previous Meeting

► **Jim Schmidt moved that the draft minutes of January 2017 be approved. Motion passed unanimously. CJS moved and agreed.**

4. President's Report (Nigel Jones)

- *Miscellaneous:* Nigel reported that long-time volunteer Jim Johnson is ill and in the hospital. Also Marion Knox has decided that she can no longer provide the pre-Book Sale lunches any more, beginning this month. Next week's lunch has been ordered from Ada;s Café, and the Book Sale Committ6ee will work on finding a long-term replacement.
- *Cubberley Space (G9):* We now have a lease and the keys for \$258/month for 365 sf in G9 at \$250/month. Nancy Cohen suggested that we take photos of the space in its unoccupied condition; Nigel will take care of that. Shaun Maguire has taken care of notifying the agent for Althea's garage. The net increased cost is about \$600/year for apces that is larger and very convenient to the other FOPAL sites at Cubberley.
- *Annual Appeal Letter:* FOPAL has received \$9905 in donations as of last count, significantly more than last year at this time.
- *FOPAL Volunteer Email:* Nigel waited until we had confirmation of the G9 lease so he could announce it in the email, which has gone out. A copy of the email is on the GOPAL Document Repository (Google Drive).
- *Amazon Sales Report:* Amazon has increased its pricing structure and will now charge a fee against the total transaction amount (sale price plus shipping). That will eat up a bit of our net income. Books Listed (more than 600 titles) and Books Sold numbers are up again.
- *2017 Calendar:* Board members had no comment on the proposed calendar in general. Jim Schmidt suggested that a Nominating Committee be appointed in March in order to give it enough time for identify new Board members and officers. Any additions should be sent to Nigel and Tina Kass, who will maintain the calendar on the FOPAL Document Repository. March is the date proposed for appointing a Nominating Committee.
- *Finance Committee:* Shaun will set up a Finance Committee meeting before the May Board meeting.
- *Palo Alto Weekly Holiday Fund:* The proposal is being firmed up, site visits are typically scheduled in February and the decision is made in March.
- *Morgan Hill Friends Group:* The Friends organization in Morgan Hill will be visiting Mitchell Park and discussing the book sales operations in both places (Feb 23rd 11 a.m. in MP store). All Board members are welcome to attend.

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

- Some maintenance work at Mitchell Park is under way—there are unidentified leaks at this point.
- The Library Advisory Committee had a special meeting in January and assigned liaisons to various city bodies. Bob Moss remains the official FOPAL liaison. Lydia Kou is the City Council liaison to the LAC.
- Nigel asked about the newly-installed book return drops. Monque said that they are definitely being used, but not excessively.

6. Officer/Committee Reports

Treasurer (Shaun Maguire):

- January results: Shaun reported that January was a good Book Sale month, both on-site and on-line. There were a couple of “blips” last month, however: 1) We inadvertently paid the rent twice so the rent line in January is too high; 2) \$222 came out of the directed contribution account for the Children’s Room luncheon and will be adjusted next month. Jim noted that year-end—based on the January numbers-compared-to-budget as of the end of January--is looking robust. There was general agreement about this.
- Insurance:

Shaun reported that our primary insurance agent (GuideOne) had in mid-January provided a renewal offer on the existing terms except for a standard inflation of the covered property values amount from \$374k to \$381k. As a precaution, he then provided Guide One with the relevant insurance provisions of our premises lease agreements to ensure that we were in full compliance. As a result of this, he learned that the Mobile Modular leases require FOPAL to have replacement value insurance for the two modulars, which GuideOne stated were not covered in their insurance contract or the one that they replaced when we moved from Hartford a year earlier. He explained that we probably assumed that the modulars were covered by a clause in the previous policy that addressed “rental facility coverage,” but that in fact this coverage only relates to short-term rentals of premises or equipment, and not to leasing of premises. The combined replacement value of the two modular units is \$368,100 as confirmed with Mobile Modular. As a result, he brought two questions to the Board:

 - Should FOPAL add replacement value coverage for the two Mobile Modulars at an additional annual cost of about \$700? This would put us in compliance with our lease agreements.
 - Should FOPAL increase coverage on our owned property to reflect the rough estimated sales value of the books on hand? The total amount covered would increase by \$593k from \$381k to \$974k, which amounts would include coverage for furniture, fixtures and equipment. The additional cost of this coverage would be about a further \$1,100/year.

The Board discussed both questions. Regarding the first, there was general agreement that we need to add the replacement value coverage, and that the additional \$700 premium was reasonable. Regarding the second, there were differing opinions ranging from a definite “yes” to adding coverage for the books on hand given the fact that the books represent most of FOPAL’s future income, to a definite “no” given the fact that all of the books were donated and carry no intrinsic value until sold. There was also discussion of coverage for other FOPAL assets, such as furniture and equipment.

Motion: Shaun moved that FOPAL add the \$368,100 of premises coverage for the modular units plus increase our property coverage from the current \$374k to \$500k

(covering a somewhat higher valuation of the book inventory). Nancy seconded. Motion passed, with 9 in favor and 2 opposed.

Motion: Suzanne recommended that the Board rescind the previous motion. Steve seconded. Motion passed unanimously.

Motion: Steve moved that FOPAL insurance be adjusted to include the required modular unit coverage, as well as current levels of coverage for book inventory furniture, equipment, fixtures at a total of \$381k. Tom seconded. Motion passed unanimously.

Shaun raised the possibility of premium savings by increasing deductibles on our property coverage but it was agreed to keep this deductible at \$500 per occurrence. At a savings of \$126 in premium, the golf cart will be moved from being separately scheduled to inclusion under the property coverage limits.

Secretary (Tina Kass)

- Tina reported that Frank McConnell has set up a Google (the FOPAL Document Repository). She distributed instructions about locating the drive and suggested that Board members who wish to consult it bookmark the site in their browsers. The drive will be used to store FOPAL documents that are currently distributed among a number of Board members and the FOPAL website. These include agendas, minutes, primary documents, inventories, rosters, calendars, etc. All FOPAL Board members now have access to the drive. FOPAL Board officers are able to view and update documents.

Book Sale Committee (Suzanne Little)

- Funding for social activities for volunteers: The committee is dealing with an unexpected issue regarding pre-sale volunteer lunches: Marian Knox has notified the committee that she will no longer prepare these events. The committee has arranged for a lunch to be catered by Ada's for this month, at a cost of about \$450. Ongoing arrangements will be discussed by the Book Sale Committee.

Membership Committee (Martha Schmidt)

The transition to Raji Ramamurthi is still ongoing. There is data entry/update backlog and issues related to the kind of help she needs, the state of the database, etc. Shaun pointed out that we cannot be sure that the membership numbers in the membership database are the same as the numbers in the QuickBooks accounting system. The Board discussed extensively the mechanics of tracking membership-vs-donations. This is an issue that needs to be resolved to ensure that we know what is feeding the Endowment Fund and Income numbers. The current Membership database does not produce any information about dollars, only membership numbers.

Motion: Shaun moved that the Board table this issue until the May Board meeting to enable Raji (with Martha's ongoing assistance) to get up to speed and make recommendations, if necessary. Suzanne seconded. Motion passed unanimously.

7. New Business

- *Volunteer Manual:* Nancy has sent comments to Peter Dehlinger and suggested that those be consolidated in the draft. Peter reported that the manual is done (except for the High Value item listing instructions). He suggested that he, Nancy and Suzanne meet to go over the latest version.

8. Adjournment

▶ **A motion to adjourn the meeting was made, seconded and passed at 11:35 a.m.**