

FRIENDS OF THE PALO ALTO LIBRARY
BOARD OF DIRECTORS MEETING
January 10, 2018
Rinconada Library
MINUTES

1. Call to Order:

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

Present: Tom Clark, Charlotte Epstein, Nigel Jones, Tina Kass, Suzanne Little, Shaun Maguire, Neelima Meka, Jim Schmidt, Martha Schmidt, Steve Staiger

Absent: Nancy Cohen, Peter Dehlinger, Gerry Masteller, Karen Neier

Guests: Ruthann Garcia, Ryan Hess, Jenny Jordan, Gayathri Kanth, Monique leConge Ziesenhenné, Raji Ramamurthi

2. Agenda:

▶ **Charlotte Epstein moved approval of the agenda distributed by Nigel Jones. The motion was seconded and passed unanimously**

2. Minutes of Previous Meeting

▶ **Charlotte Epstein moved to approve the draft minutes of December 2017. The motion was seconded and passed unanimously.**

3. President's Report (Nigel Jones)

- *Opening Remarks:* Nigel Jones welcomed all continuing members and guests, in particular Neelima Meka, the new member of the FOPAL Board.
- *Amazon/Ebay:* Nigel reported that there has been a modest increase in Amazon sales in December sales. At this point 240 books are listed. Jerry Stone has suggested that a change in the shipping practice would result in increased Amazon sales. The change would involve obtaining access to a loading dock and forklift, to allow FOPAL to start a bulk shipping process. Nigel is willing to discuss the process in some detail if any Board members wish to hear about it. With regard to Ebay sales, the numbers are still low, which is no surprise since Ebay income has never been substantial.
- *Joyce Archive:* A copy of the *James Joyce Archive* has been donated to FOPAL. This is a 63-volume set that sold for about \$5000 when it was published in 1978; the possible current value is \$1500-2000. The next Booksale Newsletter will carry an announcement of its availability, with an initial offer price of \$2500.
- *Roel Abaya Bookshop:* This is a potential buyer of FOPAL materials.
- *O'Sullivan Plaque:* Gene O'Sullivan is an ex-FOPAL president whose daughter inquired about setting up a bench plus plaque similar to the one that honors the Wymans. The details were worked out in late December, and the bench with plaque should be in place fairly soon.
- *80th Anniversary:* The Board discussed ways to celebrate FOPAL's 80th anniversary in September-October-November. We were not successful in recommending a major event or gift at that time, but Nigel will appoint another committee of the Board to discuss possibilities again.
- *Invitation to the PA Mayor and new LAC Commissioner:* Nigel will invite the new mayor and a new LAC member (Amy Murray) to a lunch early this year.
- *2018 Calendar:* Tina Kass distributed the FOPAL Calendar for 2018 to the Board; it is also on the Document Repository.
- *Standing Rules:* Draft revisions will be discussed at the next meeting.

4. Library Director's Report (Monique leConge Ziesenhenn)

- *Ryan Hess* (Digital Initiatives): Ryan reported on the status of the new PACL platform (Bibliocommons), which is the result of a multi-year planning and development effort involving PACL users and staff. The platform is still in the soft launch phase, with a final implementation date of on January 23rd. This has been customized to some extent for the PACL by the PACL.
- *Gayanthri Kanth*, (Public Services), *Ruthann Garcia* (Adult Services) and *Jenny Jordan* (Children's and Youth Services): Ruthann and Jenny reported on programs completed in 2017 and those coming up this year; both emphasized that FOPAL support is crucial for many of these. In 2017, there was a total of 1963 programs with 68,782 participants. This included children's, teen, adult and non-age-specific activities. Some highlights were:
 - ** Solar Eclipse Party: PACL received a grant consisting of 1000 (?) eclipse viewing glasses.
 - ** Festival of Lights (A Diwali Celebration)
 - ** Summer Reading Programs (all ages)
 - ** Children's Programs: Sensory Storytime; STEAM; Society of Bookworms Club; Palo Alto Boogie
 - ** Teen Programs: Teen Writing Club, T-Lab, Maker Saturdays, Finals Cram Slam
 - ** Adult Programs: Silicon Valley Reads (SC Country program), Trivia Nights, Book Clubs, New AmericansFuture program plans include: Chinese New Year event (at MP); "Remaker" Fair which will emphasize re-use, recycling, repair, etc.
- Monique distributed data on the purchase of books vs. leasing including costs and comparisons with the same information at other libraries.

5. Officer/Committee Reports

* *Treasurer* (Shaun Maguire)

** December 2017: Shaun Maguire reported that there was solid Book Sales, Library Store sales, and Volunteer sales performance last month. FOPAL also saw strong Other Income numbers. As expected the shortfall is in the Online Sales category. Shaun also noted that there were no surprises on the Expenses side. The result for December therefore was better than we might have expected.

** Six-Month Performance: Again, the Online Sales numbers have affected the bottom line, although given better-than-budgeted performance in other areas, as well as containment/reduction of expenses, the 6-month status report is not as dire as we might have expected.

** Everbank CD: One of the Everbank accounts (\$60,000 value) will mature at the end of January. It's likely that the rate for a renewal will be slightly higher, and Shaun recommends that we renew for a 12-month period at 1.8%. There was general agreement that he should proceed with that renewal.

* *Membership* (Raji Ramamurthi): Raji distributed reports summarizing:

** Three-month membership enrollment/renewal report (Oct 17-Nov 17-Dec 17)

** Annual Appeal Report for 2017

** Membership Report (October 2017)

Total membership as of end of December 2017 reached 1114 (this is steadily increasing).

NOTE: All reports are available on the FOPAL Document Repository.

6. Adjournment

► **Steve Staiger moved to adjourn the meeting at 12:15 p.m. The motion was seconded and passed unanimously.**

NOTES: The following documents have been added to the FOPAL Document Repository:

- * **Current version of the FOPAL Standing Rules**
- * **FOPAL 2018 Calendar**
- * **FOPAL Board Roster as of 1/1/2018**
- * **FOPAL Board Officer History**
- * **Membership Reports for the third quarter of 2017**