

FRIENDS OF THE PALO ALTO LIBRARY
BOARD OF DIRECTORS MEETING
February 24, 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, Nancy Cohen, Peter Dehlinger, Charlotte Epstein, Nigel Jones, Tina Kass, Suzanne Little, Shaun Maguire, Neelima Meka, Karen Neier, Jim Schmidt, Martha Schmidt, Steve Staiger

Absent: Gerry Masteller, Martha Schmidt

Guests: Monique leConge Ziesenhenn

2. Agenda:

Nigel added an executive session to the agenda to discuss a personnel issue.

► **Steve Staiger moved approval of the agenda as modified by Nigel Jones. The motion was seconded and passed unanimously**

2. Minutes of Previous Meeting

► **Tom Clark moved to approve the draft minutes of January 2018. The motion was seconded and passed unanimously.**

3. President's Report (Nigel Jones)

- *80th Anniversary:* Nigel said that he and some others are considering a local author event and a party for volunteers, to be held at Mitchell Park Community Center. There was some concern about the appeal of such an event since it would not include any well-known (beyond Palo Alto) writers.
- *Appeal Letter:* \$10,510 has been received so far, a bit ahead of last year's total.
- *City Officials:* Nigel will invite the new PA Mayor to meet with him. Amy Grant of the Library Advisory Commission attended a volunteer lunch last week.
- *Standing Rules:* Nigel and Nancy Cohen gave a very brief explanation of the changes; the most significant ones were proposed by Shaun Maguire, to ensure that the Standing Rules are consistent with financial process changes already approved by the Board. There were also additions/revisions to committee charges, but there was no explanation of why those changes were made. There were questions about why additional committees were created when existing committees seem to be adequate.
► **Nancy Cohen moved approval of the draft revisions. Shaun Maguire seconded. The motion passed with one negative vote.**
- *Events:* Nigel reported on a number of upcoming events that might be of interest to Board members: LAC is meeting next week and will discuss the PACL strategic plan/goals; a thank-you event for volunteers is being planned (no details were provided); PACL has invited FOPAL to participate in the Chinese New Years event; FOPAL has been invited to participate in an HP event for local volunteer groups.
- *Foreword:* Steve Staiger is working on an article regarding FOPAL and 1938 for the next issue.

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

Monique reported that the PACL library is engaged in the City budget planning process. The PACL strategic plan will be reviewed by the LAC next week, as noted above. She said that the auditor's report is now available on the City Auditor's website.

Nigel commented that the grant proposal that he and Monique submitted to the PA Weekly has moved to the second round of review, which will involve a site visit. The proposal describes a collaboration of the PACL and the Fire Department to increase outreach to homebound residents, including technology and library services. The grant would fund supplies and some of outreach expenses. \$10,000 is being requested.

Monique will be recommending a resolution acknowledging the FOPAL 80th anniversary to the City Council on April 16.

Regarding the commemorative bench, Monique reported that the second bench is on order, as is the plaque honoring Gene O'Sullivan. It will be installed by the City. There was a very brief discussion of how to handle any future donations/requests, but there was no resolution of that question.

5. Officer/Committee Reports

- *Treasurer* (Shaun Maguire)
 - Shaun reported that the January Book Sale numbers were robust, but noted that the on-line sales were again very low. He expects the same to be true in February. There's nothing new on the expense side.
 - The CD renewal was purchased, as recommended by the Board.
 - There will likely be large bills coming in February for cart repair and rental. Shaun noted that Board members discussed the state of the two carts at length in the past. It may be necessary to replace the cart owned by FOPAL (which was bought used). Given the cost of such a purchase, it will need to be discussed by the Board once a recommendation is developed.
 - Shaun is concerned about the technology aspects of the credit card processing at the book sales. This should be discussed by the Book Sale Committee and the Treasurer.
- *Book Sale Committee* (Charlotte Epstein)
 - There is now a gap in the volunteer support since Tom Clark is no longer able to handle the pickups of large donations as he has in the past. Various alternatives were discussed, including asking that people who donate collections arrange for the transporting them to Cubberley themselves.
 - There is also a need for section managers, assistant section managers and other volunteers for the book rooms.
 - The Book Sale Committee has decided that all refunds from now on are to be handled by Janette Herceg. This should ensure consistency and also take the burden off volunteers.

6. Executive Session

► **Jim Schmidt moved that the Board go into Executive Session. Tom Clark seconded. All approved.**

7. Adjournment

► **Steve Staiger moved to adjourn the meeting at 11:50 a.m.. The motion was seconded and passed unanimously.**