

FRIENDS OF THE PALO ALTO LIBRARY
BOARD OF DIRECTORS' MEETING
JUNE 12, 2019
DRAFT MINUTES

1. Call to Order: Nancy Cohen called the meeting to order at 9:30 A.M.
Present: Nancy Cohen, Charlotte Epstein, Melinda Parry, Shaun Maguire, Nigel Jones, Tina Kass, Suzanne Little, Young-Jeh Oh, KC Sarr, Steve Staiger, Jim Sutherland, Nancy Tillman.
Absent: Gerry Masteller, Karen Neier.
Guest: Gayathri Kanth.
2. Minutes of the previous meeting: **Nancy Cohen moved for unanimous approval of the minutes, which was approved by the board.**
3. Library Director's Report (Gayathri Kanth): Gayathri thanked the board for its approval of the library's grants request for 2019/20. She said the summer reading program has a successful kick-off party with over 600 attendees, more than last year. She told us that the library is reorganizing its personnel and will have four supervising librarians instead of two. She accepted Nigel's suggestion that FOPAL organize a display of donated art at Rinconada Library next winter with our price tags attached. Nigel will work with the Rinconada librarian on this project.
4. High Value (Nigel Jones):
 - PBA has moved from San Francisco to Berkeley and is still unpacking, so FOPAL has nothing scheduled for the upcoming sales and will have no revenue from this source for the next month or so. Four lots sold in the May sale, including a rare cookbook for over \$1,000.
 - There are 2002 active items listed on Amazon; 153 sold in May for approximately \$7,000 (before fees), or an average of \$48 per item.
 - There are 588 active items on eBay; approximately 62 DVDs were sold for about \$20/DVD. Young-Jeh reported that eBay has changed its procedure so that anything not sold in the initial time period is automatically relisted, which makes listing much easier. Eleven books sold on eBay for \$770, including a set of The Wizard of Oz for \$300.
 - A new volunteer is now in charge of vintage books in the Children's Room and will handle these eBay listings. She and Young-Jeh will back each other up for shipping these sales.
5. Treasurer's Report (Shaun Maguire):

- Shaun has revised the April financial report to include a third payment from Amazon that he had missed.
- May was very good across the board, with \$32,990 in sales and a total gross income of \$37,214. The special vinyl sale brought in more than \$5,000.
- At Suzanne's request, a discussion was held about the budget for snacks for the volunteers. The board did not object to continuing this practice.
- In considering the proposed budget for fiscal year 19/20, it was agreed to increase the line item for rent to \$82,000 because the negotiations with Mobile Modular have not yet begun for the new contract to be signed in the fall. The city's rent will also go up slightly. On the expense side, a new copy machine and new computer will be needed in the main room. Possible future expense for a new electric cart will come from capital. There was a discussion about whether we should be conservative about anticipated revenue for 19/20.
- **Steve Staiger moved that we approve the proposed budget for 2019/20. This was seconded by Nancy Tillman and passed unanimously.**
- A discussion will be held next month about the Fund for the Future and the Endowment Fund.

6. Book Sale Committee (Charlotte Epstein):

- Nigel and Karen Dal Colletto are working together on the damaged carts, which will be repaired or discarded.
- There was a discussion about the distribution and handling of the cash boxes just before and during the monthly sales.
- Janette is managing a number of volunteer issues.

7. President's Report (Nancy Cohen):

- There was a discussion about the material that Nancy had distributed on board protocol. She stressed the need for confidentiality and for total board support for all decisions made by the board.
- A search has begun for a new treasurer for FOPAL.
- Nancy noted that this is KC's last attendance at a board meeting. She thanked KC for all of her invaluable work for FOPAL and extended all our good wishes for her new home.

8. Old business:

On maintenance issues, KC mentioned air conditioning problems in the Annex, and Young-Jeh asked about the janitorial service in the Children's Room.

9. New Business: The board reviewed the amendments to the pricing instructions in the Volunteers' Handbook. **Nigel moved that the changes**

by approved by the board. KC seconded the motion and it was approved unanimously.

10. Adjournment:

Steve Staiger moved to adjourn the meeting at 11:07. This was seconded by Melinda Parry and passed unanimously.