

**FRIENDS OF THE PALO ALTO LIBRARY
BOARD OF DIRECTORS' MEETING
RINCONADA LIBRARY
SEPTEMBER 11, 2019
MINUTES**

1. Call to Order: Vice-President Charlotte Epstein called the meeting to order at 9:30 A.M.
Present: Charlotte Epstein, Melinda Parry, Shaun Maguire, Karen Neier, Nigel Jones, Tina Kass, Suzanne Little, Gerry Masteller, Young-Jeh Oh, Jim Sutherland, Nancy Tillman.
Absent: Nancy Cohen, Steve Staiger.
Guests: Monique le Conge Ziesenhenne, Gayathri Kanth, Lina Arseneault, Brooke Bailey, Karen DalColetto, Bill Jones.
2. Introductions: Suzanne Little introduced the four new proposed Board members, Lisa Arseneault, Brooke Bailey, Karen DalColetto, and Bill Jones.
3. Minutes of previous meeting: **Nigel Jones moved for approval of the minutes of July 10, 2019. Nancy Tillman seconded the motion and it was approved unanimously.**
4. Agenda changes: Jim Sutherland added an item about library discards at the end of the agenda.
5. Library Directors' Report (Monique le Conge Ziesenhenne and Gayathri Kanth):
 - Monique and Gayathri described their procedures for developing the collections. They purchase 7,500 – 10,000 items per year.
 - The summer reading program had about 3700 participants.
 - The library is starting to work on programs for older residents, who comprise about 25-30% of Palo Alto's population.
 - A recent donation to FOPAL for a specific title went through the same analysis that the library gives to every purchase. At Shaun Maguire's request, the board will have further discussion at the October meeting on how to handle such specifically targeted donations.
 - Nigel Jones has been contacted by a member of the Library Advisory Commission who would like to have FOPAL's input on the Commission before its presentation to the city council later this fall. Tina Kass described the history and mission of the Commission. This request will be discussed at our October board meeting. Any thoughts should be sent to Nancy Cohen before that meeting.
 - Shaun Maguire asked the librarians for input on the library's cash needs for the next several months to help him with his management of FOPAL's cash flow.
6. High Value (Nigel Jones):

- Three books sold at PBA in August for a net of \$433, and 3 books have sold thus far in September for a net of \$703. PBA has been very slow in accepting our books since the auction house moved to the East Bay, so this will not be a strong source of revenue in the near future.
- We have a record 2522 active items on Amazon and sold a record 184 items in August for \$8,246 before fees.
- Young-Jeh Oh was away in August, so our eBay listings were suspended until her return. We sold 19 items for an average of \$23/item before she left. The listings have been reactivated.
- A new person is listing books in High Value and is updating the Amazon and eBay listing manuals.

7. Treasurer's Report (Shaun Maguire):

- Shaun presented the monthly reports for July and August because we did not have an August board meeting. Revenue numbers for the two months were normal. The annual audit has been completed and our fixed assets have declined in value to \$1,740.
- There was a one-time accounting charge in August and heavier expenses for supplies.
- On an annualized basis, we're covering 93% of our monthly grants with monthly income. This rate is a bit lower than normal because of reduced revenue from Pacific Book Auction and the suspended eBay store in August.

8. Book Sales Committee (Charlotte Epstein): The committee is always tweaking the procedures for the monthly sales.

9. Old Business: Shaun Maguire has looked into our business interruption coverage, which provides \$100,000 for a combination of things, including extra expenses, but would not cover us if we lose our lease at Cubberley. We should review the entire policy, which comes up for renewal in January 2020.

10. New Business: At the request of a section manager, Jim Sutherland asked about the policy of not getting the deaccessioned books from the library. Suzanne Little explained that the BSC decided several years ago not to accept the discards because they filled 30 to 40 enormous red bins every month with books that even the Bargain Room did not want. The discarded CDs and DVDs are sent directly to the Bargain Room; the remaining items are sold by the library directly to an outside dealer, so the library is still receiving the revenue. Some higher value books are probably being lost in this procedure, but the Sorting Room and the Bargain Room were overwhelmed by the quantity of discarded books they had to process.

11. Adjournment: **Nigel Jones moved to adjourn the meeting at 11:22. Melinda Parry seconded the motion and it passed unanimously.**