

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

1. Call to Order: President Nancy Cohen called the meeting to order at 9:30 A.M.
Present: Nancy Cohen, Charlotte Epstein, Melinda Parry, Shaun Maguire, Karen Neier, Nigel Jones, Tina Kass, Suzanne Little, Gerry Masteller, Jim Sutherland, Nancy Tillman.
Absent: Young-Jeh Oh.
Guests: Brooke Bailey, Karen DalColletto, Bill Jones, Gayathri Kanth.
2. Minutes of Previous Meeting: **Charlotte Epstein moved for approval of the minutes of November 13, 2019. Steve Staiger seconded the motion and it was approved unanimously.**
3. Agenda Changes: An item about the electric golf cart was added to the agenda.
4. Interim Library Director's Report (Gayathri Kanth): Gayathri listed several current or upcoming library events, including Finals Cram and the Kids' and Teens' Writing Contest. The library will close all branches except Mitchell Park and Rinconada Libraries for the holidays, from December 24th through January 1st. Gayathri has been in touch with the person who wants to donate to a reupholstering project for one library.
5. High Value (Nigel Jones):
 - Pacific Book Auction recently sold three of our books for a net of \$1,933.80 and has accepted one book for a December auction. It will also take five of our books to the Antique Booksellers' Association meeting in Pasadena in February, including a small invitation written by Abraham Lincoln. Karen DalColletto found this in a box of odd papers in the annex and researched it; Pacific Book Auction has authenticated the Lincoln handwriting and has estimated its value at \$1,000/\$1,500.
 - We had an excellent month at Amazon, with 3,126 active items and 195 sales for a record total of \$9,763 before fees.
 - We also had a record month at eBay with 139 items sold (125 DVDs and 14 vintage children's books); revenue before fees was \$2,443. Our feedback score on eBay has just topped 1,000.
 - We will be attending the annual Book Fair in the South San Francisco conference center January 31-February 1. We will have one booth with books and a small booth for ephemera (the latter at no fee to us).

6. Treasurer's Report (Shaun Maguire):
 - November was a very good month, with \$40,444 gross income (\$23,232.47 from the monthly sale) and no unusual expenses. The library drew down \$7,046 of its grant (17% year-to-date).
 - We have received 43 responses thus far from our annual appeal letter, with total donations of \$4,360.
 - Shaun has met with the auditor, who is behind in working on the audit; he will try to finish it by the end of the year.
 - Shaun will need to go to all the banks with Brooke to change the signature cards.
 - This is Shaun's last report as the FOPAL treasurer. Nancy and the board thanked him for his wonderful service to the organization.

7. Book Sale Committee (Charlotte Epstein): There was no committee report for December because the sale had not yet taken place. Charlotte reinforced the need for section managers to count their books before and after the sale.

8. President's Report (Nancy Cohen): Nancy went to a meeting at Alison Cormack's house for a discussion of the plans for Cubberley. The group agreed that one way to get the project moving forward is to increase public awareness. Alison is working with Concordia for a short publicity statement.

9. New Business: The electric cart that moves boxes of books between our sites broke in November and was sent to the dealer for repairs. The estimate right now is about \$400, but it is not clear, given the age of the cart (about 12 years old) and its hard use over the years, how much longer it will be viable. A new cart will cost about \$15,000 and will take about two months to get. Brooke Bailey suggested using a battery-operated handcart that would cost about \$2,600. After discussion, **Steve Staiger moved that the board approve the purchase of a new electric cart. This was seconded by Melinda Parry and passed unanimously.** We will also keep the old cart and will look further at the electric handcart that Brooke suggested as a supplemental cart, which could be used by volunteers who do not drive the large electric cart.

10. Adjournment: **Steve Staiger moved to adjourn the meeting at 11:00. Charlotte Epstein seconded the motion and it passed unanimously.**