

**FRIENDS OF THE PALO ALTO LIBRARY  
BOARD OF DIRECTORS' MEETING  
RINCONADA LIBRARY  
JANUARY 8, 2020  
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 DalColletto, Bill Jones, Nigel Jones, Tina Kass, Suzanne Little, Gerry Masteller, Karen Neier, Young-Jeh Oh, Steve Staiger, Jim Sutherland, Nancy Tillman.  
Guest: Gayathri Kanth.
  
2. Minutes of Previous Meeting: **Nigel Jones moved for approval of the minutes of December 11, 2019. Tina Kass seconded the motion and it was approved unanimously.**
  
3. Agenda Changes: There were no changes to the agenda.
  
4. Interim Library Director's Report (Gayathri Kanth):
  - Gayathri thanked Nancy Cohen and Shaun Maguire for their assistance in a last-minute grant application for funds for the library's celebration of the Persian New Year on March 14<sup>th</sup>.
  - The staff is refiguring the schedule of FOPAL funds spent on the collection so that they can be distributed on a more regular basis.
  - She discussed Macmillan's new policy of allowing only one electronic copy of a new book for the first three months of its release. After that, it will allow more e copies.
  - The library system is testing a new app called Simply E for downloading electronic books. She is looking for feedback on this.
  - Gerry Masteller asked about the library's cyber security; Gayathri said the staff does regular training on this issue.
  - She mentioned that the system has a library of things to loan, and also a library of people (who can share their skills with patrons).
  
5. High Value (Nigel Jones):
  - We have 3,124 active items on Amazon, with 241 items sold and a revenue before fees of \$11,937. Revenue for January will be lower because a lister is out for the month. There will be a 3% increase in the Amazon fulfillment rate on February 8<sup>th</sup>.
  - eBay has 905 active items; 68 items sold for \$788 before fees.
  - We have three items going into a PBA auction on January 9<sup>th</sup>, and the Lincoln invitation is scheduled for an auction on February 6<sup>th</sup>. PBA has accepted a few more items that have not yet been scheduled.
  - The Book Fair will be held in South San Francisco on January 31<sup>st</sup> and February 1<sup>st</sup>. We will have one booth for books and one for ephemera.

Nigel and Karen DalColletto are in charge of this very labor-intensive project; Nancy Tillman is organizing a volunteer sign-up sheet for the event.

6. Treasurer's Report (Shaun Maguire):

- Brooke Bailey notified us in late December that she is moving temporarily to the east coast and will be unable to take the treasurer's position for FOPAL. Shaun had agreed to serve as assistant treasurer but has many other commitments and cannot continue as treasurer. For the moment, Ed Walker will handle the cash from the Mitchell Park store.
- The December sale at Cubberley earned \$22,333 and the library bookstores earned \$2,350.
- Our YTD income from the annual appeal is \$6,873.
- We had one unusual expense of \$2,078 to repair the golf cart.
- Shaun has negotiated a three-year renewal for our two modular buildings from Mobile Modular. He is still working with the city on the rental rates for our two other rooms (H2 and G3).
- Because the treasurer's job is so time-consuming, Shaun has recommended that FOPAL hire a paid part-time bookkeeper who would receive all the paperwork for the various transactions, put them into the accounting system, and create the reports. Shaun thinks that perhaps 10 – 15 hours a week would be enough. This would give us greater flexibility in recruiting a new treasurer. Steve Staiger said the Palo Alto Historical Society uses a part-time bookkeeper. **Suzanne Little moved to hire a part-time bookkeeper with a cap of 15 hours per week; Charlotte Epstein seconded the motion and it passed unanimously.** The Board will come back to this issue if the weekly cap is too low.

7. Book Sale Committee (Charlotte Epstein): The committee will meet next week after the January sale. There is a new box in the Sorting Room for signed books that will be sold at Mitchell Park if they do not sell in the monthly sale. Charlotte and Karen DalColletto have reorganized the oversize book cart.

8. President's Report (Nancy Cohen): There has been a problem with a volunteer that has led us to take out all door codes for the Main Room and reinstall them for current volunteers. Ed Walker is assisting with this project. We are holding a meeting of various local Friends of the Library groups on January 23<sup>rd</sup> at Mitchell Community Center.

9. Adjournment: **Steve Staiger moved to adjourn the meeting at 10:55. Melinda Parry seconded the motion and it passed unanimously.**