

**FRIENDS OF THE PALO ALTO LIBRARY
BOARD OF DIRECTORS' MEETING
RINCONADA LIBRARY
FEBRUARY 12, 2020
MINUTES**

1. Call to Order: President Nancy Cohen called the meeting to order at 9:35 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.
Guests: Gayathri Kanth, Diane Lai.

2. Minutes of Previous Meeting: **Charlotte Epstein moved for approval of the minutes of January 8, 2020. Nancy Tillman seconded the motion and it was approved unanimously.**

3. Interim Library Director's Report (Gayathri Kanth):
 - Gayathri described a number of programs occurring at the library this month, including an intergenerational storytelling time at College Terrace Library, a Minecraft program to discuss cyber security, and Silicon Valley Reads (Julian Guthrie's Alpha Girls is the selection).
 - The Library has applied for a grant for programming for adults with dementia and Alzheimer's disease.
 - Gayathri told the board that the City Council is studying all city commissions, including the Library Commission, but has not decided if it will disband any of them.
 - There were no complaints about the closing of College Terrace and Downtown Libraries over the Christmas holidays.

4. High Value (Nigel Jones):
 - Amazon had 3,275 active listings last month; 229 were sold for revenue before fees of \$11,510.
 - eBay had 982 active items; 100 were sold for gross revenue of \$2,438. Ninety-four were DVDs and six were books.
 - One member of the Amazon shipping team is leaving FOPAL in a few months and we urgently need to find someone to replace her. We could also use a second two-person team for Amazon shipping.
 - PBA sold one book in January for \$233. The Lincoln invitation will be in the February 20th auction and there are two items scheduled for the March auction. Seven other items have been accepted by PBA for future auctions.
 - We netted \$3,300 at the Book Fair in South San Francisco at the end of January, where we sold books and high-value ephemera. Even with an ideal position in the fair and one free booth, we did not make enough money to justify the enormous amount of work that Nigel and Karen

DalColletto put into the project. They do not want to participate in this again.

5. Financial Review: Bill Shreve presented his financial review for 2018-19 to the board. He verified our assets and looked at disbursements. He was amazed by the amount of cash coming through every month from the sales and commended us on our excellent security system for handling it. He sampled the general ledger and could not find some documentation, although some of that is because the billing is electronic and he would have to go to our accounts on various websites to print out the bill (i.e., our bills for bottled water deliveries). He noted that Shaun has been a real stickler for documentation for reimbursements to volunteers. He said that the manual transfer of data is too great for one treasurer to handle and urged us to hire a part-time paid bookkeeper who needs to understand Quikbooks, preferably a certified user. He noted that we have several bank accounts, but Shaun said that he intends to close or minimize the account at Boston Private Bank. We get about \$1,000 per month in revenue from Stanford Credit Union.
6. Treasurer's Report (Shaun Maguire):
 - The Cubberley monthly booksale had \$17,142 in revenue. The three library bookstores yielded \$2,043.
 - We have raised \$8,700 YTD from the annual appeal.
 - Our insurance premium of \$3,700 has been paid for the year.
 - The new golf cart will be expensed over a number of years.
 - Shaun and Nancy have interviewed a candidate for Treasurer. She has received glowing recommendations from her supervisors; because she is in graduate school, she will miss certain weekend sales during the year. **Nancy Cohen moved the appointment of Ngoc Ly (Nicole) as Treasurer of FOPAL, conditioned on her favorable background check. Shaun Maguire seconded the motion and it passed unanimously.**
7. Book Sale Committee (Charlotte Epstein): Frank McConnell joined the meeting to discuss reorganizing the desk space for the four computers in the Main Room. Some volunteers would like to have a laptop and scanner to use in their sections, but the committee decided that there are too many complications for this to work.
8. President's Report (Nancy Cohen):
 - A vendor has suggested new locks for the Main Room that use key fobs for entry. Ed Walker will set up the new locks and train people on their use. **Gerry Masteller moved approval of up to \$2,500 for new locks for the Main Room. Nigel Jones seconded the motion and it passed unanimously.**
 - The meeting the various local Friends of the Library groups took place

- The new carpet has been installed in the Main Room. The biohazard company was not careful in removing the old carpet, so it took much longer to install the new one. Our insurance company paid \$19,000 to the biohazard company for the removal, and we paid the \$1,000 deductible. Mobile Modular paid for the new carpet and its installation.
9. Shaun Maguire said that Bill Shreve's financial review mentioned that we have a lot of cash on hand and he wondered if we should consider increasing our grants. The board agreed that this should be put on the May agenda when the annual budget is discussed.
 10. Adjournment: **Steve Staiger moved to adjourn the meeting at 11:30. Nigel Jones seconded the motion and it passed unanimously.**