

**FRIENDS OF THE PALO ALTO LIBRARY
BOARD OF DIRECTORS' MEETING
RINCONADA LIBRARY
MARCH 11, 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, Nicole Ly, Shaun Maguire, Bill Jones, Nigel Jones, Tina Kass, Karen Neier, Young-Jeh Oh, Steve Staiger, Jim Sutherland, Nancy Tillman.
Absent: Karen DalColletto, Suzanne Little, Gerry Masteller.
Guests: Gayathri Kanth, Diane Lai.
2. Minutes of Previous Meeting: **Nigel Jones moved for approval of the minutes of February 12, 2020. Bill Jones seconded the motion and they were approved unanimously.**
3. Interim Library Director's Report (Gayathri Kanth): Gayathri reported that many programs have been changed or postponed because of the corona virus. The libraries are still open as usual but attendance has dropped. The website is updated often to announce changes in the schedules. They are still providing tax help and some book clubs are meeting.
4. High Value (Nigel Jones):
 - PBA sold the Lincoln signature (invitation) for \$2,125 and two other items in February/early March for \$2,494 total revenue. One book has been accepted for the March sale and eight others have been approved for future sales.
 - Amazon has 3,611 active items; 224 were sold for revenue of \$10,396 before fees. Amazon is changing its fee structure; some fees will go up, some down, but not many pertain to us. We have a backlog of high value books waiting to be listed.
 - One hundred items were sold on eBay for \$1,887 before fees. Seven were vintage children's books, which Lisa lists on both Amazon and eBay. Total revenue for vintage children's books from these two sources was \$700 last month.
5. Treasurer's Report (Shaun Maguire):
 - Shaun introduced Nicole Ly, our new Treasurer, who told us about her background.
 - The February sale brought in \$17,344; the Book Fair brought in \$4,599 before costs of about \$1,200. Our total revenue for the month from all sources was \$35,335.
 - Our expenses are in line with previous years and we are ahead of our projected 19/20 revenues.
 - We have engaged a new bookkeeper for \$50/hour.
 - Shaun would like to see all reports and budgets come from QuickBooks.
6. Book Sale Committee (Charlotte Epstein):
Although the March sale has been cancelled, the Book Sale Committee will meet next Tuesday to discuss plans for the rest of the spring.

7. President's Report (Nancy Cohen):

- A long discussion about the corona virus was held. Notices have been sent out to sorters and section managers asking who still wants to come in to work. The email address lists need to be updated and consolidated.
- If a section is full, the managers should still sort to send books to the Bargain Room. Boxes with books that have been sorted and/or priced should have a pink tag put on them so they can be moved to storage and not clog the aisles.
- Donations are still being accepted, but there will be no pick-ups until further notice.
- The Book Sale Committee will discuss the possibility of holding mini-sales, possibly just in the Bargain Room, later in the spring.
- Ed Walker will install the new locks for the Main Room and possibly move the old locks to the annex doors in the Children's Room.
- The Foreword is at the designer's.
- Of the 1500 letters sent for the Annual Appeal, 900 go to Stanford Financial Credit Union members, not one of whom has given FOPAL a donation. They will be removed from the Appeal letter list in the future.
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8. Adjournment: **Steve Staiger moved to adjourn the meeting at 10:45 A.M.. Melinda Parry seconded the motion and it was passed unanimously.**