

FRIENDS OF THE PALO ALTO LIBRARY
BOARD OF DIRECTORS' MEETING
ZOOM VIRTUAL MEETING
APRIL 8, 2020
MINUTES

1. Call to Order: President Nancy Cohen called the meeting via Zoom at 9:30 A.M.
Present: Nancy Cohen, Charlotte Epstein, Melinda Parry, Nicole Ly, Karen DalColletto, Bill Jones, Nigel Jones, Tina Kass, Suzanne Little, Gerry Masteller, Karen Neier, Young-Jeh Oh, Steve Staiger, Jim Sutherland, Nancy Tillman.
2. Minutes of Previous Meeting: **Charlotte Epstein moved for approval of the minutes of March 11, 2020. Suzanne Little seconded the motion and they were approved unanimously.**
3. Interim Library Director's Report (Gayathri Kanth): All of the library staff is working remotely. Gayathri is responsible for the community call center, which handles all kinds of questions and requests for things like grocery delivery. The staff also helps with the daily community coronavirus report from the city.
The Spring Into Reading program has started online. The staff is creating YouTube videos for children and is looking at starting an online book discussion group. They have about 500 – 600 new online users of the library.
She will be asking for \$10,000 in grants from FOPAL for April and possibly \$20,000 for May.
4. High Value (Nigel Jones):
 - All auctions at PBA have been cancelled until further notice. We have one book scheduled for the next auction and ten books waiting for future dates. We will probably see no more revenue from PBA for many months.
 - Amazon is giving priority to shipping items related to the coronavirus pandemic. We had 3,566 active items in March and sold 155 before the shutdown for revenue of \$7,248 before fees (revenue in February was \$10,396 before fees). We are now selling about one book a day. It is taking Amazon about three weeks to open one of our boxes in its fulfillment center. Some storage fees will be reduced.
 - Our eBay store has closed and will not reopen until we can get back in the building (May 3rd at the earliest). We had 988 active items and sold 53 in early March for revenue before fees of \$1,001. This is a 47% drop in eBay revenue from February (\$1,887), and there will be no revenue for April.
5. Treasurer's Report (Nicole Ly):
 - We had a 53% drop in revenue in March because of the coronavirus statewide shutdown of all activity, which included our March sale. Our profit and loss statement shows \$12,928 in income and \$18,521 in expenses. The P/L statement for the quarter shows \$85,335 in income and \$58,327 in expenses; YTD is

\$303,508 in income and \$363,960 in expenses (which includes grant money given to the library but not yet taken).

- We currently have \$46,000 in cash on hand and will cash in a CD of \$63,000 at TIAA at the end of April.
- We will owe \$30,000 in rent to the city next month. We have applied for a rent deferral but have not yet received a decision. Mobile Modular will probably not grant a rent deferral.
- Nicole has filed an application for the Paycheck Protection Program at Union Bank and is working on another one. This would cover 2 times the average monthly paycheck for our employee; the bank would charge 1% interest in two years if we don't use it and will forgive it if we do use it.
- **Steve Staiger moved that we accept these bank loans under the Paycheck Protection Program if and when they are approved. Nigel Jones seconded the motion and it passed unanimously.**
- Susan Light, one of our volunteers, has agreed to become the assistant treasurer but does not want to become a member of the board. **Nigel Jones moved to approve the appointment of Susan Light as assistant treasurer of FOPAL. Bill Jones seconded it and it passed unanimously.**

6. Book Sale Committee (Charlotte Epstein): Janette is working on various projects. She has organized a group of Google volunteers who telephone some FOPAL volunteers every Friday to check in on them and see if they need anything. She is working on alternative projects for the student volunteers and also on the library reading program. She is also updating the list of volunteers.

7. President's Report (Nancy Cohen):

- Ed Walker is ready to install the new locks in the Main Room and hand out the new fobs as soon as we can get back into the building.
- There will be no book sale in May. We will continue to monitor the pandemic situation before we make a decision about book sales in the summer.

8. New Business: Bill Jones' daughter volunteers at a hospice, which would like to have a box or two of books from FOPAL for their patients. Nancy Cohen will help him gather some books from the Bargain Room.

9. Adjournment: **Steve Staiger moved to adjourn the meeting at 10:20. Melinda Parry seconded the motion and it passed unanimously.**