

FRIENDS OF THE PALO ALTO LIBRARY
BOARD OF DIRECTORS' MEETING
ZOOM VIRTUAL MEETING
MAY 13, 2020
MINUTES

1. Call to Order: President Nancy Cohen called the meeting via Zoom to order at 9:35 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.
Guest: Gayathri Kanth.
2. Minutes of Previous Meeting: **Charlotte Epstein moved for approval of the minutes of April 8, 2020. Nigel Jones seconded the motion and they were approved unanimously.**
3. Interim Library Director's Report (Gayathri Kanth):
 - All library branches have been closed for two months. For March and April, the costs of electronic material rose 40% (to \$93,492,) This category represents the library's greatest need for the next year. There will probably not be any big library programs, and the summer reading program will be almost completely virtual.
 - The library has \$16,000 remaining from the FOPAL 2019/20 grant.
 - When the libraries reopen, they will put all returned materials in quarantine for 72 hours.
 - The City Council is discussing budget cuts for all city agencies. The library recommends closing College Terrace Library for two years (lowest usage in the system with very difficult space for social distancing for staff and no automatic return system to help with quarantining the returns). The hours for all branches except Mitchell Park will be reduced. The staff recognizes that these are very controversial decisions.
4. High Value (Nigel Jones):
 - We had no income from PBA for April or May. One item will be offered in an auction on June 11th. Our income from this source as well as eBay will be very limited for the rest of the year.
 - Our eBay store has been closed for two months and may reopen in June.
 - We earned \$6,557 before fees from Amazon last month. A volunteer has continued to list books but nothing has been shipped to the Amazon fulfillment center for two months. It is difficult to predict our income from Amazon for the next year.
5. Treasurer's Report (Nicole Ly):
 - For the month of April we had \$14,000 in fixed costs and \$2,900 in one-time costs for the purchase of new computers. The net loss for the month was approximately \$11,000.
 - It is extremely difficult to estimate our income for FY 20/21. If we were fully operational in October, then we might have a profit of \$84,000 for the year. Nicole will send out a

proposed budget for 20/21 with these assumptions and is asking for our thoughts about it.

- The board discussed how much, if any, of our cash reserves we should use for the 20/21 library grants. Last year's grant was \$200,000, an increase to compensate for the cessation of funds from the disbanded Library Foundation. Earlier grants were \$120,000 – 140,000. Although everyone expressed dismay that we will have to reduce the FOPAL grant, there was general agreement that we need to preserve our cash reserves because our immediate and even longer-term situation is so unclear (see following bullet point). The board agreed that Nancy should tell Gayathri that we would plan a grant of approximately \$80,000 for 20/21 and will revisit this decision much later in the year. The board might consider the issue of adding a small amount of the cash reserves to the grant at a later date.
- Our future at Cubberley is also unclear. The Palo Alto City Council, as part of its discussion of budget cuts, wants to turn back its portion of the site to the school district and lease back only the playing fields and theater. We have leases with the city for the Main Room and the Bargain Room (both City property) as well as leases for the Children's Room and G9 (both on School property). The city has given FOPAL three months of deferred rent payments, which will be added as 12 monthly payments from January to December 2021. It is unclear what may happen with these leases if the City turns back school property.
- We received a loan of \$14,800 from Boston Private Bank for the Payroll Protection Program under the CARES Act. Nicole is working on the paperwork required to have the loan forgiven.

6. Book Sale Committee (Charlotte Epstein): We have been closed at our Cubberley sites for two months. If we can open in June, we might be able to have a small sale in July, and the committee is discussing all the logistics for one – flow of traffic, sanitizing procedures, protection for the cashiers, etc. We will take no donations at all for most of June, and when they resume, donors must leave them in boxes at the bottom of the ramp. Those boxes will be taken every night to H2 for a 72-hour quarantine before being returned to the Main Room for sorting. Volunteers will have no interaction with donors.

7. President's Report (Nancy Cohen):

- Janette is working on an updated email list of volunteers.
- The new locks have been installed and the codes from the old ones will be deleted as soon as the new key fobs are distributed.
- As of March 11, 2020, we have 312 life members, 17 sponsors, 45 family, 636 individual, 45 student, and 70 senior members (total: 1125).

1. Adjournment: **Steve Staiger moved to adjourn the meeting at 10:50. Melinda Parry seconded the motion and it passed unanimously.**