

FRIENDS OF THE PALO ALTO LIBRARY  
BOARD OF DIRECTORS' MEETING  
ZOOM VIRTUAL MEETING  
MAY 25, 2020  
MINUTES

1. Call to Order: Nancy Cohen called the meeting via Zoom to order at 9:30 A.M.  
Present: Nancy Cohen, Charlotte Epstein, Melinda Parry, Nicole Ly, Karen DalColletto, Bill Jones, Nigel Jones, Suzanne Little, Gerry Masteller, Karen Neier, Young-Jeh Oh, Steve Staiger, Nancy Tillman.  
Absent: Tina Kass, Jim Sutherland.
2. Boston Private Bank, which provided our Payroll Protection Program loan, has asked the board to pass a resolution authorizing the users of our accounts with that bank. **Nancy Cohen moved to authorize Ngoc (Nicole) Ly, Karen Neier, and Nancy Cohen as the Authorized Representatives of our accounts with Boston Private Bank. Gerry Masteller seconded the motion and it passed unanimously.**
3. Nancy talked to Gayathri Kanth just before our meeting. Gayathri confirmed that the city is giving up its Cubberley lease with the School Board and will lease back certain areas of the site, but not the storage room we lease on school district property (G9). As part of its plan to move all city tenants out of school district rooms, the city wants to squeeze as many of its current tenants onto the remaining city property as it can. As part of this rearrangement, the city would like to take back part of the Bargain Room (H2), which is on city property, to give to other tenants. This would be very difficult for FOPAL, both in partitioning off part of the room and in the long-term loss of space we desperately need. The best solution for us would be to move out of the children's books section and the office at the far end of H2 and permanently lock the interior doors on that side. Nancy will take photos of H2 and send them to the city. We might ask permission to put a storage shed or shipping container in the courtyard. Our land leases for the ground under the Main Room (city property) and the Children's Room (school district property) are apparently not in jeopardy.
4. The board had a lengthy discussion about the preliminary budget that Nicole distributed. The following points were made:
  - We reduced the proposed figure of \$160,000 from the monthly sales to \$140,000. This may be too optimistic because it anticipates \$10,000 in monthly sales for the first quarter of FY 20/21, \$30,000 for the second quarter, and \$50,000 for each of the third and fourth quarters.
  - Anticipated revenue from Amazon was reduced to \$52,500, down from a budgeted \$60,000. This, too, is very optimistic. We do not have many High Value listers for Amazon, but our big problem is with the shipping. It requires two people working side by side at the computer and the shipping boxes, which is not possible with the social distancing requirements in effect. One

person can only process 20 -25 books per two-hour shift. We have 12 – 15 boxes of books that have been listed and are ready for shipping. There could also be an issue with new High Value material if our donations decline or processing is slower during the coming year.

- Projected revenue from the library stores was reduced from \$20,400 to \$15,300.
  - There will probably be no special vinyl sales in FY 20/21. Projected revenue was dropped from \$1,375 to \$500.
  - “Other sales” revenue dropped to zero.
  - On the expense side, the advertising budget was kept as written, but expenses for snacks and the volunteers’ monthly lunch were eliminated.
  - Expenses for pandemic supplies (gloves, wipes, etc.) for the volunteers and the sales will be increased. Nicole will wait for Karen DalColletto’s estimates. Janitorial expenses also need to be increased because the three sales sites will require a deep cleaning the day after each sale.
  - The board anticipates that the FOPAL grant to the libraries will be \$80,000 for FY 20/21.
5. The Book Sale Committee will meet at the beginning of next week to discuss reopening FOPAL. We will probably not have a sale until August; it will have a limited number of customers who will have specific times to enter for a limited period.
6. **Steve Staiger moved to adjourn the meeting at 10:55. Melinda Parry seconded the motion and it passed unanimously.**