

FRIENDS OF THE PALO ALTO LIBRARY
BOARD OF DIRECTORS' MEETING
ZOOM VIRTUAL MEETING
JUNE 10, 2020
MINUTES

1. Call to Order: President 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, Tina Kass, Suzanne Little, Gerry Masteller, Karen Neier, Young-Jeh Oh, Steve Staiger, Nancy Tillman.
Absent: Jim Sutherland.
Guest: Gayathri Kanth.
2. Minutes of Previous Meetings: **Nancy Tillman moved for approval of the minutes of the meetings of May 13 and 28, 2020. Gerry Masteller seconded the motion and they were approved unanimously.**
3. Treasurer's Report (Nicole Ly):
 - A new federal law has given us 24 weeks to use the \$14,800 loan from the Payroll Protection Program and will allow us to use some of it for rent.
 - Despite the additional expense of a third payroll period in May, the increase in May's revenue from Amazon led to a lower loss for the month compared to April.
 - Nicole is now using QuickBooks for the financial information.
 - **Steve Staiger moved to accept the final version of the 2020/21 budget. Nigel Jones seconded the motion and it was approved unanimously.**
 - **Steve Staiger moved a resolution giving blanket approval for Nicole Ly, Susan Light, and Nancy Cohen to be authorized signatories on all FOPAL bank accounts. Nancy Cohen seconded the motion and it was approved unanimously.**
4. High Value (Nigel Jones):
 - A book sold for \$136 (net of fees) at a recent PBA auction. We have a few more books in the PBA pipeline.
 - We had an excellent month at Amazon, with income of \$6,789 after fees; 213 items were sold. We are drawing down on the inventory we have already shipped to Amazon.
 - The eBay store will not reopen until we have access to our buildings at Cubberley. The city is working on plans to reopen Cubberley in phases.
 - Twenty boxes of books already listed are waiting to be shipped to Amazon. Ed and Lina will work on shipping in single shifts; Fabio may also do it. We need additional volunteers to work on the shipping process.
5. Interim Librarian's Report (Gayathri Kanth): The library staff is close to a date for curbside returns, which will take several days to process. It is still working on a plan to allow people

back in the buildings. The staff is also working with the school district on the virtual summer reading program.

6. Book Sale Committee (Charlotte Epstein): The committee has been working on a check-in system to schedule sorters and section managers. We can have a maximum of 10 workers in the Main Room at any one time (and 16 customers at the sales). There will be contact tracing sheets for volunteers. The donations procedure will be changed, with donations left at the bottom of the ramp and set aside for a brief quarantine. We have tentative plans for a sale in August with a very limited number of customers.
7. President's Report (Nancy Cohen):
 - Nancy is working with the city to shift city tenants off school district property. As part of this change, the city would like to take back a part of H2 (part of the Bargain Room).
 - A letter to donors is going out next week.
 - Frank is moving some boxes from H2 to the annex.
 - The board showed no objection to having the list of board members removed from the letterhead.
 - Our organization is known as FOPAL, but our legal name is Friends of the Palo Alto Public Library, which the banks require on their forms. Do we want to change our legal name to match our recognized acronym? This may be discussed at a future meeting.
 - Nancy is looking for articles for the fall Foreword. She will need them by August.
8. Adjournment: **Steve Staiger moved to adjourn the meeting at 10:30 A.M. Melinda Parry seconded the motion and it passed unanimously.**