

FRIENDS OF THE PALO ALTO LIBRARY
BOARD OF DIRECTORS' MEETING
ZOOM VIRTUAL MEETING
JULY 8, 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, Nigel Jones, Tina Kass, Suzanne Little, Gerry Masteller, Karen Neier, Young-Jeh Oh, Steve Staiger, Nancy Tillman.
Absent: Bill Jones, Jim Sutherland.
Guest: Gayathri Kanth.
2. Minutes of Previous Meeting: **Steve Staiger moved for approval of the minutes of the meeting of June 10, 2020. Nigel Jones seconded the motion and it passed unanimously.**
3. Interim Librarian's Report (Gayathri Kanth): Sidewalk service for holds and returns has begun at the library. The summer reading program has started online. Palo Alto Reads will use The Color of Law, a book with both local and national implications for Black Lives Matter issues. The library hopes the author will participate in an online event later this summer.
4. High Value (Nigel Jones):
 - Pacific Book Auction is cautiously reopening with one auction planned a month (not two). It has a backlog of our material as well as some new things Nigel has suggested to them. It has also started a new kind of auction with lower value books (rather like eBay).
 - In June we had 3,381 items listed on Amazon and sold 139 for \$6,720 before fees. This was a drop from the more than \$10,000 (before fees) that we earned in May. We cannot be sure what revenue to expect from this source in the coming months.
 - The eBay store plans to reopen in mid-July. We have a backlog of DVDs and vintage children's books to list.
 - Ed and Lina have cleared the enormous backlog of books that had been listed on Amazon and were just awaiting shipping. The new manual for shipping to Amazon has been finished and is in the repository. We definitely need one more person to serve on a shipping team with Fabio.
 - Discogs will be reopened when the eBay store reopens.
 - The Children's Room has 50 boxes of vintage children's books waiting for listing on eBay and Amazon.
 - A donation of approximately 100 boxes of books has arrived from Bell's Books; Faith Bell expects to send more boxes in the coming weeks.

5. Treasurer's Report (Nicole Ly):

- We netted \$5,804 from Amazon in June.
- Depreciation was \$3,002.56.
- Our net loss for June was \$6,787.64.
- Boston Private Bank is still working on the documentation we need to provide for our PPP loan.
- A FY 19/20 summary of income and expenses will be put on the website.
- Nicole discussed an option from Union Bank for allowing credit card payments in the library bookstores. Venmo will not work for business transactions.
- We do not need to break the CD that is coming due on July 26th.

6. Book Sale Committee (Charlotte Epstein):

- The committee held a lengthy Zoom meeting on June 22nd to finalize plans for reopening the rooms to the volunteers on June 26th and to discuss plans for a sale in August. The sale will be members only on Saturday in the Main Room and the Children's Room with an online sign-up for reserved places. Dave Cortesi has created the sign-up schedule. As of July 8th, we should be able to have 21 customers at a time in the Main Room and 12 in the Children's Room and Bargain Room. The Bargain Room will be open on Sunday and also for free night. We need to address the issue of cashiers for the sale.
- A scheduling system for sorters has been established.

7. President's Report (Nancy Cohen):

- After a great deal of discussion and negotiation with the city, we have been allowed to keep all of our space in the Bargain Room.
- Donations began on July 7th. Material will be put in the Bargain Room for a 3-day quarantine before being sorted.
- The backlog of material stored behind H3 is being processed.
- Fobs for the new locks in the Main Room are being distributed.
- As of July 8th, we can now have 14 workers in the Main Room, not the 10 we had originally planned.
- Volunteers will be constantly reminded that they must wear their face coverings the entire time they are inside our buildings.
- The Bargain Room and the annex will be professionally cleaned on Thursday.

8. Adjournment: **There being no further business, Steve Staiger moved to adjourn the meeting at 10:30 A.M. The motion was seconded by Nigel Jones and passed unanimously.**