

FRIENDS OF THE PALO ALTO LIBRARY  
BOARD OF DIRECTORS' MEETING  
ZOOM VIRTUAL MEETING  
SEPTEMBER 9, 2020  
MINUTES

1. Call to Order: Nancy Cohen called the meeting to order 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, Nancy Tillman.  
Absent: Jim Sutherland.  
Guest: Gayathri Kanth.
2. Minutes of the Previous Meeting: **Nigel Jones moved to approve the minutes of the meeting of August 12, 2020. Nancy Cohen seconded the motion and it passed unanimously.**
3. Interim Librarian's Report (Gayathri Kanth):
  - The Palo Alto Reads program on August 27<sup>th</sup> with the author of The Color of Law and a panel discussion led by a moderator from Stanford Law School was a big success. Over 400 members of the Zoom audience contributed to a lively discussion. The library would like to do more programs like this.
  - The Book to Action program focused on senior citizens is going well.
  - The pick-up services for holds have been modified to include Saturdays and there will be drop-offs allowed at College Terrace and Downtown Libraries on Sundays.
  - Now that we are in tier two of the county's pandemic classification, the library is looking at the possibility of limited openings.
  - There are 47 FT staff, but several hourly staff members have been laid off.
4. High Value (Nigel Jones):
  - PBA is not moving as quickly as it had pre-pandemic. Three small items sold for a total of \$187; there are 18 items awaiting future auctions and 5 items waiting for approval.
  - We had a great month at Amazon: 3,594 active items and 271 items sold for pre-fee income of \$14,024. The average was \$52 per item.
  - We sold 110 items on eBay with pre-fee income of \$2,580. DVD income was \$1,729 and vintage children's books brought in \$851.
  - We have two new high value listers.
5. Treasurer's Report (Nicole Ly):
  - Boston Private Bank is reviewing our paperwork that documents our use of the Payroll Protection loan.
  - We had great revenue from the new Friends and Family sales that started August 10<sup>th</sup>. Revenue for the Main Room was \$6,595, from the Children's

Room \$1,459.75, and from the Bargain Room \$450.40. This income combined with revenue from our Amazon and eBay sales meant we did not have a loss for the month of August.

- We do not know when the library will be submitting requests for the drawdown of their grant from us. Nicole asked Gayathri for a projection for the rest of the year. Gayathri said she will put a cap on monthly requests.
- The three-month rent deferral from the city has ended and we have resumed paying monthly rent.

6. Book Sale Committee (Charlotte Epstein):

- Melinda Parry reported on the successful launch of the Friends and Family Sales. The process, which involves matching a FOPAL volunteer with a shopper, has worked quite smoothly and the revenue for the month exceeded expectations. As the sales have opened up to a wider audience, Janette has been overwhelmed by the number of requests and the large number of emails that need to be sent to make and confirm appointments. She is instituting an online sign-up system for buyers to simplify the process.
- All the hold boxes in the Sorting Room need to be moved to the sections so that section managers can refill their shelves and new material can be brought in from quarantine to be sorted. We particularly need this flow of material to identify the items to be sent to High Value.

7. Nominating Committee (Charlotte Epstein): The Nominating Committee (Charlotte Epstein, Nigel Jones, and Tisa Walker) are proposing two-year Board of Director terms for Charlotte Epstein, Tina Kass, Suzanne Little, Gerry Masteller, Young-Jeh Oh, Melinda Parry, Steve Staiger, and Jim Sutherland. They are also proposing the following as Officers: Nancy Cohen as President; Nancy Tillman as Vice-President; Melinda Parry as Secretary; Nicole Ly as Treasurer; Susan Light as Assistant Treasurer.

8. President's Report (Nancy Cohen):

- A forum devoted to the redevelopment of the Cubberley site will be held via Zoom on September 17<sup>th</sup>. All candidates for City Council and the School Board will be asked their views on this redevelopment project. Nancy will moderate the discussion.
- The Foreword will go out soon. Nancy thanked Nigel for his great help with this.
- The board did not express any enthusiasm for holding a regular sale in October.

9. Adjournment: **Steve Staiger moved that the meeting be adjourned at 10:20 A.M. Melinda Parry seconded the motion and it passed unanimously.**