

FRIENDS OF THE PALO ALTO LIBRARY
BOARD OF DIRECTORS' MEETING
ZOOM VIRTUAL MEETING
MAY 12, 2021
MINUTES

1. Call to Order: President Nancy Cohen called the meeting to order at 9:35 A.M.
Present: Nancy Cohen, Nancy Tillman, Melinda Parry, Nicole Ly, Karen DalColletto, Charlotte Epstein, Bill Jones, Nigel Jones, Tina Kass, Suzanne Little, Gerry Masteller, Karen Neier, Young-Jeh Oh, Steve Staiger, Jim Sutherland.
2. Minutes of Previous Meeting: **The minutes of the meeting of April 14, 2021 were approved by acclamation.**
3. Interim Librarian's Report: Gayathri Kanth could not attend our meeting because she was involved in City Council budget discussions.
4. Treasurer's Report (Nicole Ly):
 - Our total gross revenue for April was \$23,601 and our expenses were \$15,427.
 - We are waiting to hear about possible rent forgiveness from the city for the months during the COVID-19 lockdown. We still owe two months of rent.
 - The library has \$29,000 of our 20/21 grant to draw down, with one month remaining in this cycle.
 - The board discussed our proposed budget for 2021/22. We are unsure about our revenue for the coming fiscal year because attendance at the monthly sales will be very difficult to predict. Will people be much more cautious about crowded events, or will there be pent-up demand for our sales? Several board members urged caution about assumptions on returning to our 2018/19 income levels and supported a conservative approach. Nicole plugged in an estimate of sales revenue of \$10,000 per month for monthly Cubberley sales (\$120,000 annualized). Nigel believes that High Value revenue may be reduced 20%, which would bring projected 2021/22 total sales income to \$218,800. With projected expenses of \$214,952, we could conservatively expect net sales income of \$77,486 for the year.
 - Nancy will talk to Gayathri about the library's plans for our grants. There is a possibility that projected budget cuts from the City Council will mean the library does not have the staff to implement many programs next year or buy many books.
5. High Value (Nigel Jones):
 - Pacific Book Auction will put our Anzio maps in an upcoming sale (estimate \$300-\$500). They have accepted three more items: a first edition of a Steinbeck novel, an incomplete set of Overland Express journals (estimate \$1,500-\$2,500), and a

group of mid-nineteenth-century documents on railroads in the United States (series of 5 with estimate of \$300-\$500 each). PBA is considering raising the minimum value of items it will accept for its sales.

- Amazon revenue for April was \$10,461 before fees with 4,579 active items and 219 sold.
- On April 22nd Amazon set a new arbitrary limit on our storage capacity at 210 cubic feet as part of a new program of reducing storage for certain categories of products. It also set a new arbitrary limit of 1,200 items. This action stopped our ability to ship books because our current inventory is 4,500 books (195 cubic feet). We cannot list or ship more books until we have sold our excess inventory. Nigel has asked Amazon to raise our limit to 500 cubic feet.
- Revenue from eBay was \$1,719 before fees, an increase from March due to higher DVD sales.

6. Book Sale Committee (Nancy Tillman):

- Friends and Family sales are going well and most appointment slots are filled.
- There have been several large-scale donations in the past month; the quarantine period for donations has ended. In July donations will be accepted outside the Main Room.
- Rick Boyles has been moving boxes from the MR to H2 and the CR.
- Our store at Mitchell Park Library may be open by early June.
- We are still planning to have a weekend sale in August, with members only from 8 to 10 A.M on Saturday and then open to the general public. We anticipate that we will have some COVID-19 restrictions.
- In the all-volunteer zoom meeting on April 19th, 76 volunteers responded to a questionnaire: 75% were fully vaccinated and only one of the others does not plan to be vaccinated. 70% of those who are vaccinated are already back at work; 95% expect to be back sometime soon. The vast majority said they would come back with masks and social distancing.

7. Nominating Committee: The committee (Melinda Parry, Steve Staiger, and Marcie Brown) will start meeting in the next few days. Steve suggested that we reach out to local business people and social clubs (like Rotary) to see if any of their members would like to be President of FOPAL.

8. President's Report (Nancy Cohen): The H1 location has been cleaned out and will be turned back to the Cubberley staff this weekend. John Scheibe may try to sell the vinyl and CDs to local stores.

9. Adjournment: **Steve Staiger moved that the meeting be adjourned at 10:40 A.M. The motion passed by acclamation.**