

FRIENDS OF THE PALO ALTO LIBRARY

BOARD OF DIRECTORS MEETING

DATE: NOVEMBER 10 2021

Rinconada Library Embarcadero Room

1. Call to order

The meeting was called to order at 9:30 AM by President Nancy Cohen.

2. Roll Call

Present: Nancy Cohen, Karen DalColletto, Charlotte Epstein, Nigel Jones, Karen Neier, Tina Kass, Suzanne Little, Young-Jeh Oh, Steve Staiger, Jim Sutherland, Nancy Tillman, John Wang

Absent: Bill Jones, Gerry Masteller, Melinda Parry

Guests: Gayathri Kanth by phone

Charlotte is Acting Secretary for this meeting in Melinda's absence.

3. Minutes of October 13, 2021

The Minutes were approved unanimously.

4. Agenda changes

The agenda was approved as presented.

5. Library Director's report - Gayathri Kanth

Gayathri gave her report by telephone.

Gayathri reported on updates to the library staffing. There are 4 open specialist positions with 3 acceptances already. There is also progress on page positions. The last few positions will be for clerks which will allow for staff movement between the libraries. The goal is to reopen the big libraries for 6 days a week and reopen the smaller libraries for 3 days a week. There was a question as to whether there will be a return to 7 open days. Gayathri commented that the current budget is for 6 days. There is the possibility of opening the smaller libraries on at least one weekend day.

Gayathri's report included the following information on new databases at the libraries.

Over the next 11 months, PACL customers will have access to six top online learning platforms, including LinkedIn Learning, Coursera and Skillshare thanks to funding from the California State Library and the American Rescue Plan Act (ARPA) Workforce Development & Support program.

The online learning platforms include:

LinkedIn Learning (formerly Lynda.com)

Coursera (coming soon)

Skillshare

GetSetup

Northstar Digital Literacy

Learning Express

Access to these amazing learning resources is available through September 30, 2022.

<https://library.cityofpaloalto.org/explore/?post-type=blogs&programs=upskill2022>

Timeline

We are soft-launching these now as access gets turned on, but these resources will be part of a major campaign spearheaded by eLibrary that will kickoff later this month.

These databases are currently only available for a year but public usage will influence next year's budget when considering continuation of these databases.

6. Treasurer's report - John Wang

John commented that while working on the October financial reports, he noted various issues with the basic report and the ways that the data is gathered. For instance, "Total Monthly Book Sale" as a title in the report is a misnomer because it includes volunteer data from the rooms and not from the monthly sales and it excludes all non-cash transactions. John will work with the bookkeeper to improve her understanding of our business model which might help her in her work with FOPAL. He noted that the Ephemera sale didn't happen but there is a line item for it with a sales number. Karen D commented that this is from the sale of HV dolls. Another issue is that the PBA is counted when we receive the check but if PBA could let us know of the sale then we could have an accounts receivable item until the actual

check is received. There is a similar problem with Forest and the Amazon accounts. John will decide how he wants to treat these issues.

October sales were down \$1k to \$23,087.13 and gross income was down \$5k to \$27,349.81.

On page 2 of the report John added a table showing Income, Expenses, and Net Sale Income with respect to Fiscal Year Budget and Actual. He also added a chart for Monthly Sale Payment Type Distribution which indicates that in October, cash was used for only 56% of payments.

Nigel would like eBay to be pulled out as an HV line item.

7. High Value - Nigel Jones

We are selling on Amazon but we are not adding to inventory.

October numbers for Amazon are similar to September, with around 100 fewer books active and around \$150 more in revenue. About the same number of books were sold but the books sold for higher amounts on average.

eBay is increasing every month. Young-Jeh is selling books on eBay in addition to DVDs and Karen D is selling ephemera on eBay. October revenue was \$2500. FOPAL needs more people listing on eBay to bring in more revenue.

Nigel will be meeting with Forest (Amazon) at noon today with 14 boxes of books to hand over. Last month we sold 71 books for \$1500. This system is moving along nicely. Tina is creating a special drive that all listers will use starting January 1, 2022.

Tina commented that shipping for eBay is a concern. Karen D commented that listing is more difficult than shipping and shipping is much less difficult than it was with Amazon. Karen noted that Young-Jeh has the shipping organized so the process is very straightforward. Young-Jeh commented that an eBay lister can develop an attachment to a product and will find satisfaction in shipping to fulfill a customer's request.

Nancy T asked how volunteers will find a way into eBay. Nigel noted that Janette has many ways to reach volunteers and knows what volunteers FOPAL needs but it is not easy in general to find volunteers.

Nigel noted that PBA has 10 items in the queue. Nigel's November 4 HV report indicated that earlier that day on November 4, 5 out of 8 lots at PBA auction sold for a net revenue of \$2,200.

8. Book Sale Committee Report - Nancy Tillman

There have been glitches during past sales with the cashier process but FOPAL has new iPads and Square readers for the November sales.

Cashiers don't need to record electronic sales separately as we get a report but we would still like cashiers to record the information.

There have been coins and cash issues but Susan Light, John and Nancy C will meet to settle this. They will plan for the different coin and cash needs of the different rooms.

FOPAL.org has been updated to indicate that donations are now being taken indoors.

There are new FOPAL 2022 bookmarks which are very popular.

Photos on our website with art are old and we are not currently displaying art. However in the future, we might bring art back so we will leave photos in place for now.

The section manager list is not yet updated in the Repository though there is now a current list dated September 2021. John will work with Janette on a method to update the list easily to avoid the list being out of date for long periods of time.

There was a question as to whether the list should be posted in the MR. The list has email addresses and many volunteers do not want their emails addresses to be public. The question of how the list should be presented in the MR and on our website will be worked out by Nancy T and Janette.

9. President's Report - Nancy Cohen

Nancy discussed the issue regarding people who join the Stanford Federal Credit Union and who do not want to receive emails from FOPAL. Ed Walker is in discussion with SFCU asking that people who join the credit union be given a choice as to whether they want to receive FOPAL emails or not. If the credit union is not willing to be more proactive in resolving this situation, we could reconsider our relationship. FOPAL receives over \$2000 a month from this relationship.

This year the board does not have to participate in the Annual Appeal mailing. Everything is at the mailing house. Nigel removed the credit union members from the list which reduced the list by half.

New officers are transitioning to their positions. John has jumped right in with his work on the reports and other activities of the Treasurer. Karen N has been meeting with him. Nancy C has been meeting with Jenny Munro and Melinda is working with Helen Beevers.

Tina commented that there is a document on the Repository that lists the duties of each officer and that this document should be used as part of the nominations process so new officers are aware of their duties.

10. New Business

a. Legal name change

The legal name of FOPAL as a corporation is Friends of the Palo Alto Public Library but our common name is Friends of the Palo Alto Library. This name difference has caused issues with other institutions we deal with such as banks. Therefore there is a motion to change our official name.

RESOLVED, That the name of this corporation be changed from Friends of the Palo Alto Public Library to Friends of the Palo Alto Library.

Moved by Steve, seconded by Nigel and passed unanimously.

b. Amendment of Standing Rules

As part of the agenda, the board received a copy of the Standing Rules with proposed changes.

There was a question by Suzanne as to why the Standing Rules should be changed so that the President would be designated as an ex-officio member of the Nominating Committee when there are statements in other documents that indicate the President cannot be a member of the Nominating Committee. She commented that the Nominating Committee should be independent and that the President should not be involved.

There was also board discussion as to why it could be helpful for the President to be an ex-officio member and to be current on their process.

Tina noted that it is important that we have the Nominating Committee selected early such as at the first meeting of the new year. It was suggested

that the Nominating Committee selection be delayed until February 2022 as there will be a new President of the board.

There was a motion to "Remove President as ex-officio member from the sentence in the proposed standing rules: Nominating Committee: The Nominating Committee consists of at least two sitting Directors, the President as an ex officio member, and at least one non-Board member."

Nancy Cohen accepted this change to the proposed Standing Rules.

The Standing Rules were amended as presented with the deletion of the "President as ex-officio" phrase with two nay votes.

The motion to conform the Bylaws with the amended Standing Rules by removing the phrase from Article V.1 "(not including the President)" passed with two abstentions.

The meeting was adjourned at 10:49 AM.

Respectfully submitted,

Charlotte Epstein
Acting Secretary