

FRIENDS OF THE PALO ALTO LIBRARY
BOARD OF DIRECTORS' MEETING
RINCONADA LIBRARY
DECEMBER 8, 2021
MINUTES

1. Call to Order: Board President Nancy Cohen called the meeting to order at 9:35 A.M.
Present: Nancy Cohen, Melinda Parry, John Wang, Karen DalColletto, Charlotte Epstein, Nigel Jones, Tina Kass, Suzanne Little, Gerry Masteller, Karen Neier, Young-Jeh Oh, Steve Staiger, Jim Sutherland.
Absent: Bill Jones, Nancy Tillman.
Guests: Jenny Munro, Gayathri Kanth.
2. Minutes of Previous Meeting: **The minutes of the meeting of November 10, 2021 were approved by acclamation.**
3. Librarian's Report (Gayathri Kanth):
 - A holiday craft program will take place; Story Time is still indoors but may shift to a totally zoom program. It is not clear what programs will take place in the next three months.
 - Mitchell Park and Rinconada branches may soon be open on Sunday.
 - The library has hired four new permanent staff members, but two current ones have just left. Hiring is difficult because qualified applicants are getting multiple offers. The city of Palo Alto has 100 job vacancies.
 - The library is working on a 6-month plan rather than a 5-year plan right now, but it is thinking about the role of the library in the future. It is planning a city-wide survey and focus groups to ask what residents want in the short term and the long term. A technology survey has already been conducted.
 - Circulation has recently been more robust than the staff had anticipated.
 - The staff can do very little work remotely and the library is using very few volunteers because of city restrictions.
4. Treasurer's Report (John Wang):
 - John noted that it can be difficult to finalize the financial report for the board meeting when that meeting is held early in the month.
 - He has made some changes to the monthly report, including combining the monthly sales receipts with the money from the cash boxes in each room (primarily from volunteers). He has broken out credit card fees as a separate line item in expenses. High Value sales from eBay are also a separate line item.
 - Sales income from the three rooms for the month was \$18,993.00.
 - Total sales income was \$33,674.35, which includes Amazon, eBay, Book Forest, PBA, and library store income. The Venmo and PayPal income in this total could be from the monthly sales, the cash boxes, or the library stores. It is too difficult

to accurately assign those figures to more precise sources. The total was an improvement from October due to increased income from the November monthly sale. The November sales were the highest since February 2020.

- Our expenses were \$20,144.58.
- Our CD rates are extremely low (much lower than Nicole had reported). John will break the SCFU CD coming due next month into two portions, rolling over \$100,000 into a longer CD and putting the remaining \$56,000 in a 7-month CD. He will not roll over the TIAA CD coming due in January because of the extremely low interest rate (earning only \$60/year).
- Because the CD rates have not even kept up with inflation, he believes that we should take a closer look at our investment strategy. Nancy Cohen has given him the name of a financial advisor who works with non-profits to discuss various possibilities. The Financial Committee should be reactivated in January.

5. High Value (Nigel Jones):

- Amazon sales were \$3,623 before fees, down slightly from October. We still have 3,690 active listings, but we need to get below 1,200 if we want to list new items.
- We had 1,226 active items on eBay and earned \$4,972 (before fees), a considerable increase due to a few very high-priced sales (including an electronic kit for \$1,025 and an Apple watch for \$424). Janette is reaching out to several places to find new listers, including an ad in the Daily Post in January.
- We have sent Forest Books a total of 1,300 books and are getting a better idea of what he will or won't accept. Nigel thinks the system is working well. Tina has created a drive for listers to use.
- PBA sold one book for us and has three lots for its January sale. Two unsold lots from last month will be sold to a local book dealer. Ten items are awaiting acceptance at PBA.

6. Book Sale Committee: Nancy Tillman sent a written report to the board. The November sale was very strong. The new iPads and Square readers worked well. Internet connection went down a few times. The section managers list has been updated but will not be available online.

7. President's Report (Nancy Cohen):

- We were asked twice in November to participate in a "FOPAL fund-raiser" from two local businesses. The board reiterated our position that we will work only with non-profit companies who want to team up with us for an event.
- Stanford Financial Credit Union will no longer automatically give FOPAL membership to its new members, who will be given a choice to join us. This will save us on our mailing costs.
- The city is taking G9 back from us but has promised to find us another storage unit. It is not clear when we will need to leave that room.

- There were enormous problems with the internet last week. Frank did a temporary fix, but we need to look at upgrading our service. The first step is to determine where the cables are located.
- Nancy Tillman has resigned as Vice President but will stay on the board.
- The board gave Nancy Cohen a farewell gift and a round of applause to thank her for her leadership, especially during a very trying two years of pandemic interruptions.

8. Adjournment: **Steve Staiger moved to adjourn the meeting at 10:45. The resolution passed by acclamation.**

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