

FRIENDS OF THE PALO ALTO LIBRARY  
BOARD OF DIRECTORS' MEETING  
RINCONADA LIBRARY  
9 MARCH, 2022  
MINUTES

1. Call to Order: Board President Jenny Munro called the meeting to order at 9:35 A.M.
  
2. Present: Jenny Munro, Melinda Parry, John Wang, Helen Beevers, Nancy Cohen, Karen DalColletto, Charlotte Epstein, Nigel Jones, Tina Kass, Susan Light, Suzanne Little, Gerry Masteller, Karen Neier, Steve Staiger, Jim Sutherland, Nancy Tillman  
Absent: Young-Jeh Oh  
Guest: Gayathri Kanth.
  
3. Acceptance of Agenda:  
No additions were suggested to the agenda

4. Minutes of Previous Meeting:

**Motion to approve the minutes of the meeting February 9, 2022**

Proposed: Melinda Parry

Seconded: Charlotte Epstein

*No Objections*

*No Abstentions*

**The minutes of the meeting of February 9, 2022 were approved by acclamation.**

5. Acceptance of Karen Neier's Resignation from the Board:

Suzanne Little spoke in appreciation of the service and support that Karen has given to FOPAL - from helping out in the Main Room to Treasurer and Assistant Treasurer.

Susan Light also added personal thanks.

Karen was presented with a small gift and then left the meeting.

6. **Motion to nominate Susan Light to the Board**

Proposed: Tina Kass

Seconded: Nigel Jones

*No Objections*

*No Abstentions*

**Susan Light was duly accepted as a member of the board of directors.**

7. Librarian's Report (Gayathri Kanth):

- Three members of the library staff are retiring very soon. A Consultancy service is supporting Gayathri in reorganizing the library staffing structure.
- Recruitment is moving forward. Interviews are happening for the core posts and other vacancies are being advertised. When these posts are filled, it is hoped the libraries will be able to offer additional opening hours.
- The library is to host a virtual programme by a Dance Academy to celebrate Persian New Year. This month is also Women's History Month and the Blog has more details. The Library is looking at how to find a larger audience for the library blogs as they contain excellent information.
- The library continues to strongly encourage mask wearing, but cannot enforce this.
- In May / June it will be time to update the strategic (3-yr) plan. FOPAL was asked to participate in this process.

Q: Ebook use has seen a big increase.

Q: The library suffered a large budget cut (about 30 - 35%) and this has had an impact on the collection and staffing. Fewer books can be bought which means there could be longer waits for holds. Fewer staff means that budgeting and processing jobs take longer.

C: Now that there is no Library Advisory Board, the library has no-one to speak for them.

Q: Although Palo Alto residents may go to libraries in other cities to find their books, Palo Alto has visitors from out of town as well as being a high lender for LinkPlus - so books are still being borrowed.

C: Perhaps it could be suggested that books on hold might be found in the Lucky Day Collection. These, along with other books, are leased.

C: Perhaps there is a way of reaching out to the community via the monthly card holder newsletter about the work, structure and funding of the library. The Uplift communication gets a big reach.

*Gayathri left the meeting after giving her report.*

8. Treasurer's Report (John Wang):

- John thanked those who had responded to his invitation to form a Finance Committee. A meeting would be arranged soon.
- Sales income from the three rooms for the month of February was 19% down on January.
- Other sales, such as the vinyl and ephemera sales, had done well, however, so total sales income was only down 3%.
- There were no contributions to the Annual Appeal in February.

Q: There was no big spike of contributions in December. (For comparison, January 2021 saw no contributions.)

- Total income is down 25% overall.
- February is the month that the insurance payment is due. The total amount is approximately \$5000 and this will now be included in expenses in 12 monthly amounts of \$397.75 to show a smoother expense curve, thus giving a more accurate average monthly run rate. The remainder of the insurance payment is shown in *Prepaid Expenses*.

9. High Value (Nigel Jones):

- Amazon sold about 67 books in February and income is about half of last month's at \$2820.
- Ebay continues to increase listings and revenue. Items sold rose to 94 in February including all kinds of items such as fishing reels...
- Forest sold 98 books and continues to work well for FOPAL. There are 15 more boxes to go to Forest.
- PBA sold 4 books at auction raising \$744. There are 2 books, a set of drawings and some photographs entered for another auction with a total opening price of \$650. Three more books are being reviewed and Nigel has others he is waiting to send.
- FOPAL now has a High Value Team of 15 with more in training! The team members generally work alone, so Nancy is organizing a gathering where they can all meet and discuss best practice.

10. Book Sale Committee (Melinda Parry):

- Masks will be requested.
- Masks will be required in the Main Room through March for all volunteers.

11. President's Report (Jenny Munro):

- The *Foreword* has now been put together and is at the printers. It should be ready by the end of next week and Jenny will deliver stacks to the libraries.
- It was agreed that FOPAL should decline the offer to sponsor UNAFF.
- Jenny reported that she had given a presentation at the City Council but that there wasn't a discussion.

C: Perhaps FOPAL could send a member to City Council Meetings as they are now in person and be a voice to represent the interests of the libraries. This could be an item for a future agenda.

- Jenny will continue to ask council members to attend a Saturday Sale as she hasn't heard anything about this for a couple of weeks.

12. Old Business - None

13. New Business - None

14. Adjournment:

Steve Staiger moved to adjourn the meeting at 10:45am.

Seconded: Nigel Jones

**The resolution passed by acclamation.**