

FRIENDS OF THE PALO ALTO LIBRARY  
BOARD OF DIRECTORS' MEETING  
RINCONADA LIBRARY  
13 APRIL, 2022  
MINUTES

1. Call to Order: Board President Jenny Munro called the meeting to order at 9:30 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, Young-Jeh Oh, Steve Staiger, Nancy Tillman  
Absent: Jim Sutherland  
Guest: Gayathri Kanth - unable to attend
  
3. Acceptance of Agenda:  
No additions were suggested to the agenda.

4. Minutes of Previous Meeting:

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

Proposed: Karen DalColletto

Seconded: Charlotte Epstein

*No Objections*

*No Abstentions*

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

5. Librarian's Report (Jenny Munro read highlights from Gayathri Kanth's report):
  - One library staff member has left, and three other members of the library staff are retiring very soon.
  - 6 - 7 roles are advertised. When these posts are filled, it is hoped the libraries will be able to offer additional opening hours.
  - Library programmes this month include those to celebrate Asian Pacific Month, to promote financial health and walking tours.

Q: There is no change to the library hours yet.

C: HR at the City are limited in their staff numbers and as library staffing falls under their remit, it is taking a while for library vacancies to be advertised and filled. Volunteers can't be used (union issue) and the City requires that 2 staff are required to staff a library at all times.

- Jenny and John met with Gayathri to discuss grant requests. Gayathri has completed the Grant Request Form asking for support in funding the collection, programmes, staff & volunteer appreciation.

**This will be sent to board members so it can be discussed at a future meeting.**

*Gayathri asked that anyone with questions could email her or wait until the next meeting.*

6. Treasurer's Report (John Wang):

- Sales income from the three rooms for the month of March was 20% down compared to the last 'in-person' sale in December 2021. (February 2022 was a 'Friends & Family' Sale and a comparison to this shows sales were 45% up.)
- Due to the change in Amazon storage fees, this income figure is much lower than previous months.
- Total income is down 7% overall when compared to December's 'in-person' sale. It is up 12% compared to February's 'F & F' Sale.
- The 7-month CDU has now been set up.
- The report now has 3 charts and John will discuss the added chart at the next meeting.
- John presented his document detailing the Treasure's priorities:
  - Having been in the role for about 6 months, John has streamlined processes and automated regular payments in order to free up time to concentrate on other priorities.

Going forward:

- The Finance Committee will look at the budget and grant proposals and make recommendations to the board.
- With PBA and Forest both sending money to FOPAL intermittently, a spreadsheet has been set up so that this money can be tracked; FOPAL knows what to expect and can check that it has been received.
- After a review of cash handling processes and procedures, and in light of recent missing money from the Children's Room, the following changes have been made for sales days:
  - Each room will have a lead person who will cashier and supervise the money taking team.
  - High value bills will be taken from the registers midway through the sale and placed in the cabinet in the annexe.
  - Receipts will be written for every transaction.
  - Lead person to wait in the room after the sale for the Assistant Treasurer to collect the cash box.
  - The entry code to the Children's Room has been changed. (Note: Young-Jeh alerted the Board to the fact that the old one still works! Nancy to contact Ed)

*A further discussion was held around missing HV items between sales: Ed has looked at the door entry log, Frank has installed security cameras and other suggestions were made to prevent items from being taken. **This will be a topic for further discussion.***

- John will go through the files on the repository and clean up.
- Once all the above are in place, preparations can be made for an outside financial review as it has been 3 years since the last one.
- John also has ideas for other initiatives which the Finance Committee can discuss.
- The Finance Committee has still to meet but will consist of Susan Light, Nigel Jones, Nancy Cohen, Gerry Masteller, Tina Kass with Jenny Munro to observe.

- Jenny thanked John for doing a great job!

7. High Value (Nigel Jones):

- Amazon is to increase their storage costs on 15 April, however the report from this month shows that the extra storage costs have already been applied.
- Having researched various options, the board fully supported Nigel in accepting Forest's offer to take all of FOPAL's Amazon stock of 3000+ books. Forest will sort through it all, take what they can list and return the rest to FOPAL. Nigel has an inventory and price list.
- The books will be sent to Forest over the next 90 days and so FOPAL will continue to receive shipping bills from Amazon - but no income. After 15 April, there will be no more Amazon sales. FOPAL will no longer work with Amazon.
- Henceforth, the budget for HV will look different. Nigel believes that FOPAL has levelled out at what can be expected from Forest and Ebay each month. As each is working flat out, they cannot physically increase the number of books they can list each month. Need to consider how to deal with HV books in the future: go to sections or double the Ebay team, for example!
- Nigel is considering another contact who may be able to take some of FOPAL's HV books.

Q: We could increase the number of HV books in the main room - but they don't really sell.

Q: Could FOPAL hold occasional interim sales of just HV books to reduce the HV Inventory?

- Ebay has been averaging at about \$4000 and 80 - 90 items each month. Some really high value items have gone through recently so it is likely that the income will come down. Income is variable on Ebay.
- Forest is averaging at about \$2000 - \$2500 each month.
- PBA has just added a book for \$150 at the next auction. There are 3 items waiting, 3 items for Nigel to take to them and 5 items that PBA are reviewing. PBA are now very busy and are pushing for higher value items. This is also an unpredictable revenue stream.

8. Book Sale Committee (Melinda Parry):

- March was a disappointing sale: \$13000 and % sold in sections down too. A lot of people are coming, but not generating a lot of sales.
- Procedures will be tightened in the rooms during the sale as discussed in *Section 6* of these minutes: the Treasurer's Report.

Q: Jenny to contact other Friends to see if this is a general pattern.

C: Donations are down for art books which usually has a lot of HV items.

C: Anecdotal evidence suggests that the book business was slow last month and donations have been down elsewhere.

9. President's Report (Jenny Munro):

- Items have been discussed elsewhere in the meeting.

10. Old Business - None

11. New Business - None

12. Adjournment:

Steve Staiger moved to adjourn the meeting at 11:21am.

Seconded: Charlotte Epstein

**The resolution passed by acclamation.**