

FRIENDS OF THE PALO ALTO LIBRARY  
BOARD OF DIRECTORS' MEETING  
RINCONADA LIBRARY  
8 JUNE, 2022  
MINUTES

1. Call to Order: Board President Jenny Munro called the meeting to order at 9:34 A.M.
  
2. Present: Jenny Munro, Melinda Parry, John Wang, Helen Beevers, Nancy Cohen, Karen DalColletto, Nigel Jones, Tina Kass, Susan Light, Suzanne Little, Gerry Masteller, Steve Staiger, Jim Sutherland  
Apologies: Charlotte Epstein, Young-Jeh Oh, Nancy Tillman  
Guest: Gayathri Kanth

3. Acceptance of Agenda:

**No additions were suggested to the agenda; motion to approve the agenda**

Proposed: Nigel Jones

Seconded: Melinda Parry

*No Objections*

*No Abstentions*

**The agenda was approved**

4. Minutes of Previous Meeting:

**Motion to approve the minutes of the meeting May 11, 2022**

Proposed: Melinda Parry

Seconded: Steve Staiger

*No Objections*

*No Abstentions*

**The minutes of the meeting of May 11, 2022 were approved by acclamation.**

5. Library Grant Request

- The (City) Finance Committee approved all items on the budget which the Library presented in May. It now goes forward to the City for final approval on 28 June 2022.
- This budget will allow for an increase in staffing levels which will in turn allow the small libraries to open 4 days a week and for Sunday opening at Mitchell Park and Rinconada Libraries.
- Hiring for these extra roles (both full and part time) can now go ahead. Posts are already being advertised for current vacancies.
- The Summer Reading Programme has started. For every participant who completes the programme, the library will donate \$1 to the Palo Alto Community Fund. Gayathri thanked FOPAL for funding to allow the library to run and support this programme.
- Ratio of copies to holds has moved from 10:1 to 5:1 so there shouldn't be as long to wait!

Q: Evening hours are not part of the increase in general opening hours. However, Rinconada Library may open later in order to stay open later - especially as adult programmes run in the evening. Evenings at the library were very quiet even before Covid-19. Mitchell Park is back at Pre-Covid levels of visitors, the

children's library is busy now the summer holidays have begun but Rinconada Library has not quite 'bounced back' yet.

Q: In person volunteering at the library should start soon - however the staff member responsible for managing volunteers has just left. In person volunteers can support such projects as the *Farmbot* but cannot be used for shelving, checking in books etc. as this is a union matter and also volunteers are not a regular and consistent labour source. Volunteers are helping with the virtual ESL classes which are doing well as more people are able to attend virtually. Volunteers also visit the library on behalf of homebound customers - but fewer volunteers are available for this. Avenidas also offers this service.

6. Update on Unspent Library Funds

- There will be about \$12 000 unspent by the end of June. Funds have been allocated for collection items which are on order; the library is awaiting delivery and invoices. The rest is for the Summer Reading Programme: although this begins in June, the expenditure occurs in later months during the following grant request period.
- In the next grant request period Gayathri suggested that the library should intend to allocate all the collection funds by the end of April 2023 so the funds are all spent by the end of May 2023. This will ensure all funds are definitely spent by the end of the Fiscal year.
- Gayathri also agreed that the \$12 000 unspent Summer Reading Programme Funds could be cancelled in this budget period. She has already requested these funds to be allocated in the following budget period. It was agreed that in future the Summer Reading Programme funds should be requested in the following period from July 1 despite the fact that the programme begins a month earlier in June.
- Gayathri intends to come to FOPAL in April / May 2023 to give the proposal for the next grant period and will ensure that it does not clash with the (City) Finance Committee Meeting as it did this year.

Q: The library proposes to FOPAL a "wishlist" amount to enhance programmes beyond their "requested" amount. The Library requests the basic amount to be able to run a programme but then asks for a "wishlist" amount to be able to offer extra to enhance the programme.

Q: There may be unspent money for programmes due to not being able to deliver what was planned due to Covid restrictions but that should be less problematic moving forwards and all programming monies should be spent.

Q: 4 - 5 staff members are responsible for buying collections - some full-time, some part-time. All staff have an area to manage and can make suggestions for purchase.

C: Gayathri was asked to let the Board know if extra needs were to crop up mid year.

7. Discussion & Decision of Grant Request

- If the Summer Reading Programme starts in June, but FOPAL is not providing any funding for this until July, FOPAL should be able to support any invoices that may need to be paid in June before the funding is officially released. If that was the case, then Gayathri should just come to FOPAL and ask. It is likely that funds could be made available - either as an additional grant or as an 'advance' from the funds to be released in July. The Treasurer said that there was no need for extra contingency accounts to support this.
- If the \$12 000 is not to be carried over this time, this amount will be removed from the liabilities in the budget.
- When offering the Grant Request, FOPAL should state that all monies should be spent by the end of the request period - there will be no monies carried over to the following year.

8. Vote on Grant to Library

**Motion to approve the full ("wishlist") Grant Request amount of \$152 000 to Palo Alto Library**

Proposed: Jenny Munro

Seconded: Nigel Jones

*No Objections*

*No Abstentions*

**The motion was approved unanimously.**

9. Treasurer's Report (John Wang):

- Sales income from the three rooms for the month of April was 11% up compared to the previous month.
- Total sales income is up 6% and total gross income is up 10% overall compared to the previous month.
- The payroll appears high as there were 3 payouts in May compared with only 1 in April.
- Internet Sales Expenses appear quite high due to all the Amazon boxes being delivered to Forest.
- Note that the amount of unspent Library Grants has changed since the report was run - it is now \$18 500 and the library has allocated another \$6000 or so which will be spent by the end of June. The final figure of unspent funds is expected to be around \$12 000.

10. High Value (Nigel Jones):

- There is no longer a report to be run for Amazon. They continue to send emails saying there are no more boxes to return, but boxes continue to arrive at Forest. However none have arrived recently.
- As a result of an enlarged Ebay team, an extra 200 items have been listed, 81 items sold generating an income of \$4 475. However this income growth should not be seen as a trajectory - eBay just had a good month.

- Forest has also sold more books this month (106) and generated an income of \$2 333. Amazon returns are already being listed.

Q: Forest make their own judgment on pricing and return any books they feel they cannot sell.

Q: FOPAL sends about 18 boxes at a time to Forest of which about 6 are returned. Forest has a criteria list but this is not always followed when sending the books on. Also, there are going to be some subjective choices when deciding which books will be listed - or not.

Q: Nigel will be looking at the Amazon books returned from Forest to work out what is generally being rejected by Forest.

- PBA sold the Philippines book for \$276. 8 items have been accepted for future auctions including books on photography, drawings, poetry and a signed David Hockney book. Nigel has a lot of books waiting to go to PBA for approval.
- Nigel and Nancy have selected about 25 boxes of books from the eBay backlog to display in 6 bays in the main room for the June and July Sales. Advertising has already gone out.
- As a result of the advertising, Melinda has been contacted by a dealer who has offered to buy whatever is left after the June Sunday sale. Even at a discount, this will be several thousand dollars.
- Would FOPAL therefore need a High Value Sale in July?
- FOPAL will explore other ways of working with this dealer.

#### 11. President's Report (Jenny Munro):

- Jenny will invite Janette to the annual board meeting in October to let her know the kinds of things that are discussed and also to allow Janette to report to the board about the work of the volunteers.
- Jenny has continued to contact other Friends groups and 16 are keen to meet up in July. Jenny will explore an appropriate room to accommodate up to 40 people: Rinconada meeting room, Mitchell Park meeting room, a room at the community centre.
- Lunch should be offered as some people will be travelling quite a distance.
- A tour of Cubberley to see the FOPAL operation should also be offered after lunch if desired.

12. Old Business - None

13. New Business - None

14. Adjournment:

Steve Staiger moved to adjourn the meeting at 10:57am.

Seconded: Melinda Parry

**The resolution passed by acclamation.**