

FRIENDS OF THE PALO ALTO LIBRARY
BOARD OF DIRECTORS' MEETING
RINCONADA LIBRARY
13 JULY, 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, Jim Sutherland, Nancy Tillman

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 June 8, 2022

Proposed: Suzanne Little

Seconded: Jenny Munro

No Objections

No Abstentions

The minutes of the meeting of June 8, 2022 were approved by acclamation.

5. Treasurer's Report (John Wang):

- Cash & Credit Card Sales income from the three rooms for the month of June was 8% down compared to the previous month.

- Total sales income is only down 2% due to high value and other sales. Total gross income is down 9% overall compared to the previous month.

- The above figures are broadly consistent with recent sales.

- A dealer purchased 33 High Value books after the June sale and this is recorded as a special sale in the Treasurer's Report.

- The remaining Library Grant funds of \$7 510 will not be carried over and will be zeroed out at the end of June - end of the current Fiscal year.

- Depreciation Expense, for the Golf Cart and other fixtures, is calculated annually and appears in this month's report.

- Net Sales Income appears to be converging on \$5000 each month which could be FOPAL's 'new normal'.

- The Library managed to spend all of its grant for collections and youth programmes. Unspent funds were from Adult Programmes. There was a little overspent on Staff and volunteer appreciation.
- FOPAL holds 2 checking accounts with Boston Private. One is used for corporate donation matching. The second is for Janette's debit card. As she now holds a credit card, this account is no longer required.

Motion to close the Boston Private Account previously used for Janette's debit card

Proposed: Nancy Cohen

Seconded: Jim Sutherland

No Objections

No Abstentions

The motion was passed unanimously.

Q: Expenditure on Janette's credit card is recorded in categorized expenses.

Q: No decision has yet been made about what to do with the TIAA CD which expires in October. SFCU has higher rates so these funds could be rolled over to there. However, also to consider is the fact that for insurance reasons, FOPAL should probably not hold more than \$250 000 in one bank. It is hoped that an account with a Brokerage Company could be opened which would allow funds to be held with different banks to take advantage of the best rates without having to complete paperwork for a new bank each time. Research is ongoing into this.

6. Book Sale Committee (Melinda Parry):

- July's book sales totalled \$13 618. This is consistent with recent past sales.
- Janette has put together a list of advertising services but they are expensive at \$500 - \$600 per sale. The Book Sale Committee may consider trying one of these services for a month or two.

Q: It is likely that a vinyl 'pop-up' sale outside G9 will take place during the August Book Sale as there is a lot of stock in storage.

Q: Is FOPAL seeing fewer people at sales, fewer books for sale or fewer books actually being bought? Donations are steady but not necessarily of good quality.

Q: FOPAL has seen a decrease in pick-ups. Large donations tend to have better quality stock. There used to be 1 - 2 per week but now they are infrequent. The website is unclear about current arrangements.

- Website needs to be updated and reworded to make it clear that pick-ups for large donations are available.
- The website should also include a link to ebay and perhaps a link to Forest. The link to Amazon should be removed.
- Nancy C to compose language to clarify where these links will lead the user.

7. High Value (Nigel Jones):

- Nigel has tried to contact Amazon to find out what books FOPAL has left online. 12 books are still on sale but should be removed. 13 books are 'in limbo'... Individual books are still arriving at Forest - but these could be returns.
- The Amazon account is still live but Nigel will continue to attempt to close it regardless of whether or not the 25 books are ever found and sent back to FOPAL / Forest.
- Ebay took \$4000 in June. Another good month due to a couple of high value sales.
- Income from Forest remains steady at about \$2000
- The High Value Sale held in June & July took \$2420. From about 460 books, 100 were sold in total: 33 in June, 34 to a dealer, 33 in July. Nigel and Nancy to go through what was left and either send books back to section managers or to eBay.
- Major sets did not sell.

Q: There are 100+ boxes to continue to work through. The June / July Sale was very labour intensive and time consuming to organize and not something that can be done each month. This is not the most effective way of selling these books but perhaps worth doing occasionally. FOPAL may still offer a small selection of High Value books each month as before.

C: eBay audience is much wider so this is a more effective way of offering High Value stock.

- PBA has 4 books for sale this month. They have accepted 9 more for future sales, one of which may or may not have an authentic MLK signature. This is still being investigated. These books have a total opening price of \$2200.

8. Change to Standing Rules

The standing rules should be changed to take into account the fact that there will be no roll over of unspent Library Grant funds at the end of the fiscal year awarded.

Current wording: *"5.5.2 All awarded grant funds unspent at the end of the fiscal year awarded shall be available during the following fiscal year to the Palo Alto City Library for the grant requested purpose."*

Proposed text: *"5.5.2 All awarded grant funds must be spent in the fiscal year for which awarded. Funds unspent at the end of the fiscal year awarded shall be rescinded."*

Motion to accept the proposed change of text to take into account the fact that there will be no roll over of unspent Library Grant funds at the end of the fiscal year awarded.

Proposed: Melinda Parry

Seconded: Nigel Jones

No Objections

No Abstentions

The motion was passed unanimously.

9. Technology Committee (John Wang)

- The suggestion was put forward that FOPAL should consider a consistent and more formal system of acquiring, maintaining and using technology which should be visible at Board Level. The formation of a Technology Committee could be a solution to this.
- At the moment, FOPAL relies heavily on one or two volunteers with no written documentation.
- A discussion of the purpose of a Technology Committee led to the following suggestions: -
 - An inventory of hardware & software
 - Connections to AT&T Fiber
 - Documentation for using databases & software systems
 - Updating the website
 - Investigating what hardware / software is required & analyzing features and cost.
 - Providing consistency of use across FOPAL
 - Providing continuity as volunteers come and go

C: Volunteers who are not Board Members would need to be invited and included on such a committee. Their input would be necessary and welcome.

C: The committee would need a mix of technical experts and functional experts.

C: Stanford Business School Alumni may be able to offer support and guidance in the way of community service. Steve to investigate possible contacts.

C: Gayathri had a list of tutors who led technology programmes for the library. Perhaps she may have some useful contacts who could offer support and guidance.

Q: Could we find out what other Friends organizations do?

- John to document the committee's purpose and present to the Board.

10. President's Report (Jenny Munro):

- Jenny reported that Gayathri has left contact details and will answer emails while she is away. Gayathri has also reported that the Summer Reading programme is going well.
- During the summer, it's great to see so many students volunteering, but FOPAL does need to recruit more 'long-term' volunteers for when the schools go back. Please let Jenny have any ideas for recruitment!
- It appears that the 'new normal' is that customers are buying less and that for now FOPAL should note that the average income each sale is \$13 000 rather than the \$18 000 - \$20 000 of pre-COVID times.
- It is good to note that High Value teams are doing well and supporting FOPAL with an average of \$6000 a month.
- Friends Groups are aiming to get together on September 6 or 7. Jenny to book a room at Mitchell Park Library or the Community Centre through the library.

11. Old Business - None

12. New Business - None

13. Adjournment:

Steve Staiger moved to adjourn the meeting at 10:35am.

Seconded: Nigel Jones

The resolution passed by acclamation.