

FRIENDS OF THE PALO ALTO LIBRARY
BOARD OF DIRECTORS' MEETING
RINCONADA LIBRARY
12 OCTOBER, 2022
MINUTES

1. Call to Order: Board Vice-President Melinda Parry called the meeting to order at 9:34 A.M.

2. Present: Melinda Parry, John Wang, Helen Beevers, Nancy Cohen, Karen DalColletto, Charlotte Epstein, Nigel Jones, Susan Light, Suzanne Little, Gerry Masteller, Young-Jeh Oh, Steve Staiger, Jim Sutherland, Nancy Tillman
Apologies: Jenny Munro, Tina Kass
Guests: Suzanne Cholko, Gail Reeder

3. Acceptance of Agenda:

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

Proposed: Nigel Jones

Seconded: Nancy Cohen

No Objections

No Abstentions

The agenda was approved

4. Minutes of Previous Meeting:

Motion to approve the minutes of the meeting September 14, 2022

Proposed: Nancy Cohen

Seconded: Charlotte Epstein

No Objections

No Abstentions

The minutes of the meeting of September 14, 2022 were approved by acclamation.

5. Librarian's Report (Gayathri Kanth):

No Librarian's Report this month as Gayathri is away.

6. Treasurer's Report (John Wang):

- Cash & Credit Card Sales income from the three rooms for the month of September was 27% down compared to the previous month. However, it was a little higher than June and July. August was an exceptional month.
- Total sales income is down 28% overall. However, due to other income being slightly up on other months, total gross income is only down 11% overall compared to the previous month.
- There is a CD with TIAA to mature at the end of October. As TIAA rates are lower by about ½, this will not be rolled over but rather kept in the checking account until a better rate can be found.

Q: This will end our relationship with TIAA.

- Financial Reviews are to be carried out every 3 years. FOPAL's last one was 2019 and so one is due. Bill Shreve is no longer available to carry this out on FOPAL's behalf so quotes have been sought. The only one to come in is for \$9 500. This is significantly higher than previous costs due to Bill offering a heavy discount. The Treasurer will ask for other quotes but it seems that the figure of \$9 500 is about the going rate.

The Treasurer asked the Board for approval for a budget of up to \$9 500 in order to pay for Financial Review Services.

Approval was duly given by the board unanimously.

Q: An Audit is much more expensive as it is much more rigorous. A Financial Review is fine for FOPAL's requirements.

7. High Value (Nigel Jones):

- Ebay Sales over the last 3 months: \$3 500, \$3700, \$3800. Thus far the calendar average is around \$4000, selling about 66 items each month at an average price of \$60 per item. In order to increase sales, FOPAL needs to increase the number of people in the Ebay team.
- Forest sales over the past 3 months: \$2300, \$2500, \$2500. Thus far the calendar average is \$2300, selling about 120 items each month at an average price of \$20 per item.
- FOPAL is up to date with material coming in to sell through Forest, but there is still a significant backlog of boxes to sell on ebay - about 100 or so boxes.
- PBA: 4 books sold in July generating \$1000. August saw the sale of the Martin Luther King signed book for \$6375 and a score of Romeo & Juliet for \$127. September saw the sale of Volume 3 of The Lord of the Rings Trilogy for \$637 and 2 items totalling \$350.

Q: Nancy Cohen sorts through the ebay books to ensure that those items \$50+ are listed first.

Q: The opening bid at PBA is always half of the lower estimate. If the estimate is not reached there is the option of removing the book or letting the book roll over to the next auction. About 25% of material doesn't sell.

C: Amazon is still invoicing FOPAL despite the fact that there are no books for sale as FOPAL no longer does business with Amazon. Nigel is still receiving emails from Amazon.

Q: It is not possible to split the process of listing on ebay between more than one person.

8. Book Sale Committee (Melinda Parry):

- October's book sales totalled just over \$18 655.
- 45% of the income was cash

- Two volunteers and 3 of their friends had let themselves into the Children's Room at midnight on Friday to shop which had upset the Children's Room team. A new rule will be issued to volunteers to say that nothing may be bought from the shelves from the Thursday before the sale.

9. Vice-President's Report (Melinda Parry):

- There were 2 issues with getting the *Foreword* printed and sent out this quarter:
 - As it was going to print, it was discovered that the notice for the AGM and the list of nominees was for 2021
 - There was a supply issue with the paper, so the printing was delayed. However, FOPAL was not advised of this until the lateness was queried.

Therefore, a resolution should be passed at the AGM to waive the 10-day notice period of the meeting.

- Susan Light's tenure as Assistant Treasurer ends 31 December 2022, so this position needs to be filled. Suggestions to Melinda, please!
- The By-Laws say that the Assistant Treasurer should be both an Officer and a member of the Board of Directors. However, historical anecdotal evidence suggests that while there are plenty of people who are willing to fulfill the duties of Assistant Treasurer, they are reluctant to commit to monthly board meetings. Therefore it may be easier to recruit to the role if the obligation to this commitment is removed.

Motion to change the By-Laws as follows:

Existing: *ARTICLE VI. OFFICERS - Section 1.*

The officers of FOPAL, chosen from the Board of Directors, shall be President, Vice-President, Secretary, Treasurer, and Assistant Treasurer.

Change to: *ARTICLE VI. OFFICERS - Section 1.*

The officers of FOPAL, chosen from the Board of Directors, shall be President, Vice-President, Secretary and Treasurer. The Assistant Treasurer, while an officer, need not be a member of the board.

The following comments and questions were raised:

- Does the Assistant Treasurer need to be an Officer? The Standing Rules state that the Assistant Treasurer should perform the duties of the Treasurer if the Treasurer is unavailable, so perhaps the Assistant Treasurer needs to be an Officer.
- Although they need not be on the Board, the Board would prefer them to be in order to keep up to date with proceedings. Should this be written into the By-Laws? However, By-Laws are a legal document and such language is not necessarily compatible with such a document.
- Previously all Assistant Treasurers have been members of the board.
- When Susan Light became Assistant Treasurer, she was not a member of the Board.

It was decided to find someone who would take on the role and come back to this discussion if it were necessary.

- Suzanne Cholko - nominee for secretary and Gail Reeder - nominee for board member were introduced and welcomed. George Chaltas - nominee for board member was unable to attend.

10. Old Business - Technology Committee (John Wang):

- The Technology Committee has had its first meeting to prioritize issues. The next meeting will be next week. The first item for discussion will be understanding and differentiating between emergencies and non-immediate needs. Emergencies can be described as how to capture, report and involve other people for support e.g. when the printer doesn't work, there's no wifi etc.
- Members of the Committee are: John Wang, Nigel Jones, Gerry Masteller, Ed Walker, Frank McConnell and Gail Reeder.
- Janette has been asked to seek out volunteers who may have expertise and are willing to offer support. The committee is still waiting for the list.

John to send Jenny an email to ask if this could be mentioned at the next Volunteer Zoom meeting.

11. New Business: - None

12. Adjournment:

Steve Staiger moved to adjourn the meeting at 10:26am.

Seconded: Nigel Jones

The resolution passed by acclamation.