

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

1. Call to Order: Board President Jenny Munro called the meeting to order at 9:32 A.M.

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

3. Acceptance of Agenda:

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

Proposed: Charlotte Epstein

Seconded: Nancy Tillman

No Objections

No Abstentions

The agenda was approved

4. Minutes of Previous Meeting:

Motion to approve the minutes of the meeting October 12, 2022

Proposed: Jenny Munro

Seconded: Nigel Jones

No Objections

No Abstentions

The minutes of the meeting of October 12, 2022 were approved by acclamation.

5. Librarian's Report (Gayathri Kanth):

Gayathri was unable to attend, so Jenny Munro read the report.

- The library will be posting for 7 clerk's positions.
- The neighborhood libraries hope to be open 4 days a week by December.
- Rinconada and Mitchell Park hope to open on Sundays in the New Year.
- The library is looking forward to hosting a workshop led by a panel of authors.

C: An article in a local paper mentioned one million dollar funding for a dinosaur, but College Terrace Library hours could be cut. Is it likely that this library may be closing? Last time the College Terrace Library was threatened with closure, FOPAL urged the City to establish an Advisory commission which has since been disbanded.

C: The Library still does not mention opening on Mondays.

Jenny to discuss these issues with Gayathri

C: The Library manager reports to the City Council. The new members of the council should be invited to FOPAL and to a board meeting to see for themselves the work and worth that is placed on the libraries.

Q: There is no other person to attend FOPAL board meetings in Gayathri's place.

6. Treasurer's Report (John Wang):

- Cash & Credit Card Sales income from the three rooms for the month of October was 17% up compared to the previous month. However, other sales were slightly down bringing the net income to just up by 3%.
- Membership and donation income was down 40%.
- Rent for the mobile modular buildings has just increased by 14%. (\$4,600 per month to \$5,200 per month)
- The monies from the CD which matured at the end of last month has been added to the BPB&T Checking account as this account pays interest.
- The SFCU CD which matures in December will be rolled over to either a one-year or 7-month no-penalty CD. Our two existing 7-month no-penalty CDs may be canceled early and re-opened in a new higher interest account if the paperwork isn't too onerous!
- The Financial Review has begun.
- It is a third of the way through the FY, but 93% of the library grant remains unspent. Only 8% of the collections money has been spent.

Jenny to ask Gayathri about the timescale for spending the grant money and why it is not spread throughout the year. Jenny to ask Gayathri if she could perhaps be prepared to talk to the board about her plans for the library.

7. Book Sale Committee (Melinda Parry):

No report as the sale is on Saturday 12 November!

8. High Value (Nigel Jones):

- Ebay Sales in October gave \$4,051 income with just over 1700 items listed and the average price of each item at \$61
- Forest sales in October amounted to \$3,058 - the highest amount this year with 153 items sold at an average of \$20 per item. Forest is looking at ways in which to increase sales and listings.
- PBA: There are books to go into auctions, books PBA is still researching and books Nigel is still waiting to send.
- As part of the December sale, Nigel & Nancy will host a High Value Sale in the car park outside the children's room. These will be books from the HV collection valued at \$20 - \$30 but all will be on sale for just \$10! Karen D will add ephemera items, Lisa will add children's books and Gerry may have items to include too.

If the HV sale cannot / does not go ahead in December, it will be held in H1 in January; the room is booked. However, it is very time consuming and labor intensive to move the books across.

Q: A special piece has been written for the newsletter and other publications to advertise this as a special event with details of the High Value Collection.

Q: Other Friends groups do not have the high volume of items that FOPAL has, so FOPAL is in a unique situation. This will not be a regular event, but could perhaps happen occasionally.

C: Advertising at 50% off or more may help to gain people's interest.

Q: High Value Sales can't be run as a Friends and Family type event, but the resellers will be getting the invitation to the December event.

9. Nominating Committee (Melinda Parry):

- An Assistant Treasurer has failed to come forward from existing volunteers. However, someone has come forward as a result of an advert on *VolunteerMatch*. The candidate has previous committee and financial experience and has been contacted.

Q: An advert for the position will also be added to the Newsletter.

C: The treasurer should meet the candidate too.

C: The title sounds trivial but the job isn't - perhaps a new title could be found. However, the duties are clearly set out in the description paragraph.

10. Technology Committee (John Wang):

- The committee has met 3 times - once every 2 weeks and has a list of 10 items to work through. The top 5 are as follows:
 - **Trouble Shooting / How to...Guide:** Frank has started to document what he does. However, Frank tends to use non standard software and so refinements may have to be made when putting this all together on Google Drive.
 - **Internet Operation:** It is unreliable and slow and improvements need investigating. AT&T have cables outside the main room. To improve the connection in the children's room, knowledge is needed about what is underground and no-one at Cubberley seems to know. The two rooms (main and children's) do not need to be fixed at the same time however.
 - **Repository for FOPAL Volunteers:** All useful documents should be held in one place for volunteers to access. It may be that Google Workspace is the right place for this. Someone at HP was working on it, but the investigation was not completed.
 - **Access Door Management:** At the moment, the software is on Ed Walkers' personal laptop. John has proposed downloading the software to the FOPAL Treasurer laptop until another FOPAL laptop can be found, as the management software does not work remotely.

- **Mailing List Management:** A cloud based mailing list system for emails, newsletters etc. to be managed all from one place would possibly cost money but be much easier and efficient to use. Gail Reeder is investigating options.

Q: An old inventory of equipment is in the process of being updated and edited. It is thought that this could perhaps be a project for High School students. This is not a job in the list of Top 5, however.

C: Tina asked about backing up the membership laptop. Everything should be backed-up if possible. In the short term, an external hard drive or USB drive would be the best option.

C: Some organizations employ an IT Support Service to maintain and update equipment and software. The Technology Committee may recommend this in the future, but for now are concentrating on finding out what the problems are.

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

- Jenny reminded the board that it agreed to ask Janette to attend a meeting this year. It was agreed that January or February would be a good time to invite Janette to present a report giving an overview of the past year and setting out plans for the coming year.
- The Annual appeal has gone out by post.
- Some people have received 2 copies of the *Foreword*, some none at all and some no longer wish to receive it at all. Jenny asked for help in resolving this - thank you Nigel!

C: The Annual Appeal doesn't go out by email as this may end in too many duplications.

12. Old Business

- The cameras have been put up and have been checked that they are working. No incidents have arisen that have made it necessary to look at any footage. The pilot will be discussed at the next meeting.

Jenny to check that Janette has put up signs alerting people to their presence.

13. New Business: - None

14. Adjournment:

Steve Staiger moved to adjourn the meeting at 10:34am.

Seconded: Nigel Jones

The resolution passed by acclamation.