

## Friends of the Palo Alto Library - Sorters Meeting Winter 2014

Date: January 24 2014

Greetings 10:30am Children's Room

Welcome & thank you - brief intro - Janette Herceg

Introductions – Name & what days do you sort? ---Three sorters in attendance, Monday, Saturday & Wednesday.

Children's boxes please move these when they are full to the front table. Avoid stacking full CR boxes on the floor. These get in the way... ---Sorters will move these boxes to the front table more regularly and if need be will ask someone in their sorting group to move the CR boxes for them. Sorter's Guide- These are available in the sorting room. Please let me know if you'd like your own copy. ---Laverne Bornschilegel & Linda Suzuki would like an electronic copy sent to them. Janette will send this.

HV cart, please keep boxes off the top of boxes holding books for look up. ---Sorters in attendance will remind others to keep boxes...off the top of the boxes on the HV cart. And, to avoid the temptation to put something on this empty flat surface.

Tracking your hours, are you logging your hours regularly? Do this when you come in, or once a month uses an estimate. ---Sorters are typically logging in their hour when they are here, yea sorters!

Recycling books, when should you recycle a donated book before the section managers sees it?

---The safe answer is almost never and to let the section manager decide what to recycle, that being said...

1. The following guidelines for discarding books are offered to help in the sorting process:  
Books in poor condition: loose pages and binding, missing covers or backs, mildew or water damage, heavy markings throughout the text.
2. Out of date reference works such as almanacs, directories, tax or investment guides, travel guides (over three years old).
3. Government publications no longer current and of no possible historical value.
4. Textbooks too old to be of current use, but not old enough to be of historical interest.
5. Readers' Digest condensed books.

Engage with donors, use book marks for talking points, what we accept, sale dates, sales rooms...

---2014 Bookmarks were passed out to help with suggestions on engaging more with our donors, Sorters are advised to pick up a 2104 bookmark along with donation receipt to give to donors as a way to let them know about up-coming sale dates, what else we accept besides books, book pick-up opportunity...

Pop Corn Style discussion- Best suggestion for new sorters & questions and answers.

---A question about what happens in the HV/FOPAL's E-commerce operation was asked. Janette gave a

tour of the newly organized rooms behind the children's book room, Annex A & Annex B. As well as handing out a copy of FOPAL auction sales for 2103. A copy of the list of books sold at the Peninsula Book Auction has been posted near the computers in the sorting room. Janette asked that sorters share this information as inspiration for recruiting more on-line listers and why it's important for section managers to look up as many books as possible. Meeting ended at 11:40am.