BURLINGAME PUBLIC LIBRARY

Library Board of Trustee Minutes

May 19, 2015

I. **Call to Order**

President Deborah Donaldson called the meeting to order at 5:30 p.m.

II. Trustees Present: Kerbey Altmann, Mike Nagler, Deborah Donaldson, Lisa Rosenthal, Betsy Corcoran
Staff Present: Brad Mc Culley, City Librarian
Public: Joanna Storey

III. **Library Board of Trustee Minutes**

The minutes of the April 21, 2015 meeting were unanimously approved. M/S/C (Altmann/Nagler)

IV. **Correspondence and Information**

A. **Statistics:**

April 2014/2015-Brad mentioned some folks haven't realized that the Main Library has reopened. It will be a gradual return to patronage.

Stats for new study rooms will be available next month. Trustee Rosenthal suggested that down the road the study rooms should be publicized in the city enews

Trustee Corcoran asked what the guidelines are for use of the study rooms and reservations. Brad mentioned that these guidelines are "in beta." Right now reservations are done through library admin. Looking toward the future, the librarians will look into some kind of online registration system.

B. **Discussion of marketing efforts:**

Trustee Nagler raised his concern that the sign announcing the reopening outside the Main Library seems a little funky. He suggested having a brighter banner with more vibrant colors. Trustee Rosenthal suggested it say "Come check us out! Open and renovated!"

Trustee Nagler noted the Burlingame realtor roundtable will make an announcement about how BLF picks up used books and will also mention the library reopening and renovation. He also suggested that Brad do a guest column for the SM Daily Journal about the reopening of the library.

V. **A. City Librarian's Report**

Brad is looking into hiring new pages. The librarians are gearing up for summer reading.

The library will do adult summer reading along the lines of One Book, One Community. The adult program will have as a requirement to participate in several library programs about the book. June 6th is the kick-off date.

The Scan it PS 80 photo scanner will soon be up and running. It will be able to scan VHS tapes as well.

John Piche's second place entry in the grant competition for lending Kindles will probably be funded by the BLF. With this program the library will be able to download books not available on Overdrive and lend out Kindles to patrons

Ray Delara and John are in the final round on a third grant from the state for the W.H.E.E.L.S. library bike.

The Library truck cannot be driven by anyone who is not a library employee. A work around is in place.

B. **Foundation Report**

The Book and Author Luncheon was a huge success. Final figures for the event will be available at the next meeting.

VI. **Unfinished Business**

A. **Our Library Our Future**

Signage is in process and there is still work to do on the donor wall. We have most plaque verbage in place.

Café floor work will be done next week. It will be smelly so a lot of the work will be done at night so as not to disturb employees and patrons. We are anticipating an August opening.

Jeannine is still finalizing the budget for the project. Trustees will be paying for overage.

The CD units that have been ordered do not hold the library's whole collection and we will need 3 more CD units. Each unit costs $7,000. Brad will get us firmer numbers on the total budget as soon as possible.

B. Joint commission meeting June 15.

Trustee Donaldson will send talking points to trustees Nagler and Rosenthal. Trustees Donaldson, Nagler and Rosenthal will attend the meeting.

VIII. New Business

A. Patron complaints

Trustee Altmann got a phone call from an angry patron because sprinklers at the library were spraying water on the sidewalk. Brad explained that the City has gone to 2-day watering at night protocol. Trustee Altmann asked what procedure the library has for patrons registering complaints. Brad will look into making sure librarians are aware of how to get a message to the board and be aware of agenda and board meetings.

Brad mentioned that most comments have been positive about the renovation. Trustee Donaldson asked that librarians be aware that patrons are welcome at our meetings. Brad said our new website will also have a place for comments. Trustee Nagler reiterated his request for a survey of patrons. Brad said he is considering conducting a strategic planning process and the survey would be rolled into that.

IX. Announcements

A. Trustee Corcoran announced that her last trustee meeting would be today as she will be out of town for the next meeting. She expressed her gratitude for being part of the board. She informed the other trustees that the black box on top of the cabinets in the trustee conference room is our time capsule from our anniversary event. Trustee Donaldson thanked her for her passion, insight, and diplomacy.

B. Trustee Rosenthal informed the board that there will be a Bay Area Book Festival free to the public on June 6 and June 7. 300 authors will be present to give talks. Information is available at www.baybookfest.org.

X. Adjournment

The meeting was adjourned at 7:00 p.m. The next meeting of the Library Board of Trustees will be held on June 16, 2015 in the Library Conference Room at 5:30 p.m. M/S/C (Corcoran/Altmann)

Respectfully Submitted

Brad McCulley
City Librarian