BURLINGAME
PUBLIC LIBRARY

Library Board of Trustee Minutes
March 17, 2015

I. **Call to Order**
President Donaldson called the meeting to order at 5:30PM.

II. **Roll Call**

Trustees Present:	Kerbey Altmann, Betsy Corcoran, Debra Donaldson, Mike Nagler, and Lisa Rosenthal
Staff Present:	Pat Harding, City Librarian
	Sidney Poland, Recorder
Brad McCulley	Adult Services Manager

III. **Library Board of Trustee Minutes**
The February 20, 2015 Board of Trustee minutes were unanimously approved. M/S/C (Rosenthal/Altmann

IV. **Correspondence and Information**
A. **Statistics**
Easton's circulation statistics showed a 60.21% percent increase over January of 2014. Some of the increase can be attributed to the Children's Department at the main library being closed due to construction. The Children's Department opened to the public on March 2nd and Easton Library returned to its regular hours.
B. **Completion of Renovation**
The staff is planning for a soft opening of the main floor March 23rd. The Capital Campaign Committee is considering a formal ribbon cutting on June 7th. It was suggested that Susan Hildreth and Jackie Speier be invited to participate in the event. Trustee Nagler will contact Jackie Speier.

V. A. **City Librarian's Report – Highlights**
1. **Personnel** –.Brad McCulley has been appointed to the position of City Librarian of the Burlingame Public Library as of April 6, 2015. Lisa Shaner has joined the Children's Department. Lisa is fluent in Spanish and will hold a Spanish story time the 3rd Saturday of every month beginning in June. Ashley Larsen, the new on-call Children's Librarian, will initiate a series of science, technology, engineering and math programs, also known as STEM, for older elementary children in July.
2. **Millennium Project**
- **Café** – Request for Proposals have been sent out with the intent to have responses by mid-April. The Café will not be finished for the ribbon cutting event.

- **Automated Materials Handling System** – The system has been installed in the former Circulation Office. Staff is currently being trained on the operation of the system. Circulation will continue to keep the upper level office in operation for a short period of time in order to make certain that the automated system is working effectively.

3. **Capital Campaign** – The committee is seeking bids for the estimated $ 15K donor wall project. Bids are due on March 20th.

B. Foundation Report

- Trustee Donaldson attended the last Foundation meeting.
- Noreen West has reported that the Book and Author Luncheon is 60% sold out.
- The Foundation has agreed to fund a new book and media collection in the amount of $25,000 to be made available to patrons on opening day. Staff decided to keep the new materials in house and therefore will wait 3 weeks before placing holds.
- The Trustees suggested that the local newspapers should be requested to cover the opening emphasizing the new book and media collection.
- Maryam Refahi, the staff artist, will design a colorful banner for the front lawn welcoming our patrons back to their library.

VI. **Unfinished Business**

A. **Donor Wall**

1. **Plate Inscriptions** – Donors who contributed in the amounts of $1,000 to $50,000 will receive a formatted letter with instructions on how to customize their individual plate with names and/or a message. The number of lines per plate is determined by the amount of the donation.
2. **Return Envelope** – Donors will be requested to return this form with their inscription in a stamped enclosed envelope.
3. **On-Line Responses** – Trustee Corcoran will create 3 Google letters for donors who wish to use the on-line option to confirm their inscription.

B. **Our Library Our Future**

Donor Event – June 7th has been selected as the date to acknowledge donors who contributed $1,000 and above to the Capital Campaign. The donors will be given a guided tour of the newly remodeled library.

C. **Joint Council Commission Meeting June 15, 2015**

The Trustees are scheduled to meet with Mayor Nagel to inform her of current happenings at the library from 6:00-6:15PM on June 15th. The meeting will be held in Conference Room A and will not be a closed session.

VII. **New Business**

A. **New Internet Policy**

The Trustees reviewed the new Internet Policy and requested that changes be made in the sections entitled "Public Internet Policy" and "Regulations For Using Library Computers". This item will be placed on the April agenda for further review and approval.

B. **Acknowledgement of Griffith Plate**
The Trustees verified their motion passed at the February 17, 2015 Trustee meeting to designate $ 10K of its contribution to the Capital Campaign to celebrate the many contributions of Jeffery and Deborah Griffith to the Burlingame Library.

C. **Trustees Approval of Funding For Griffith Sample Plate**
At the request of Pat Harding, The Trustees unanimously passed the motion of Trustee Nagler to allocate $425 from the copier account to fund the sample donor plate for Deborah and Jeffery Griffith.
M/S/C (Nagler/Rosenthal)
Pat Harding will ask Maryam Refahi, the staff artist, to design the sample plate.

D. **Trustees Plan for Recognition of Pat Harding as City Librarian**
The Trustees chose to honor Pat for her many years of service and devotion to our Library and especially for her role as City Librarian in initiating and managing the recent renovation by giving her a plate on the new Donor Wall. Therefore the Trustees passed a motion to designate $10K of its original contribution to the Capital Campaign to have a plate made for Pat Harding's retirement gift. M/S/C (Rosenthal/Donaldson). Trustee Corcoran volunteered to draft the wording for the plate and e-mail it to the Trustees for approval. Maryam Refahi will be asked to design a sturdy paper mockup to give to Pat at her party.

VIII. **Announcement**

A. **Donor Recognition**
The Trustees requested that an item entitled "Additional Donor Plates" be placed on the April agenda.

B. **California Public Library Advocates Spring Workshop.**
The workshop will be held Saturday March 28th from 9:30-1:30 in Saratoga. Trustees Nagler and Rosenthal will attend along with Brad McCulley, the new City Librarian.

IX. **Adjournment**
The meeting was adjourned at 7:00PM. The next meeting of the Library Board of Trustees will be held April 21, 2015, in the Library Conference Room at 5:30PM. M/S/C (Corcoran/Doaldson)

Respectfully Submitted,

Brad McCulley
City Librarian