BURLINGAME
PUBLIC LIBRARY

Library Board of Trustee Minutes
February 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

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

IV. **Correspondence and Information**
A. **Statistics**
Easton's January circulation statistics showed an 11.67 percent increase over January of 2014. Circulation at the main library is still down from last year due to the construction.
B. **E-Books**
E-Books continue to be popular with our patrons. Staff is considering Baker & Taylor as a new vendor for e-books. Baker and Taylor can provide a larger variety of product, as well as a reduction in cost. The Foundation has agreed to fund e-books in the amount of $40,000 which is $20,000 more than was budgeted for 2014.
C. **Trustee Account**
The Trustees discussed the different funds that make up the Trustee Account Some funds are designated for specific library projects. It was noted that the Willert (Wayne) Fund) is not a designated fund and can be used for general library purposes. Pat requested that the Trustees allocate funds in the amount of $2,500 to the Staff Appreciation account for the ~~2015-2016~~ 2014-2015 fiscal year. The Trustees passed the motion of Trustee Rosenthal to move $ 2,500 from the Copier Fund to the Staff Appreciation account. M/S/C (Rosenthal/Corcoran).

V. A. **City Librarian's Report – Highlights**
1. **Personnel –**.On January 30th staff members participated in a workshop on "Dealing with Difficult People" presented by Edmund Otis.
2. **Millennium Project**
   - Project on Schedule – Children's Dept. will open on March 1st; Easton will resume regular hours on this date. Main Level is scheduled to open in mid-March.
   - **Café Design and Architecture** has been hired at a cost of $3,000 to design the 63 square foot café. There are specific requirements that have to be adhered to in order to have the café meet the building and health codes.

- The Foundation has allocated $15,000 to fund the Café project.
- The Request for Proposal is being reviewed by the City Attorney, Kathleen Kane. The proprietor of Café Roma in Millbrae has expressed an interest in managing the Café. The Request for Proposal will include a stipulation that the Foundation and Trustees will have access to the cafe for their events.

3. **Poetry Month** - Children's Librarian Kim Day is initiating Teen Poetry Month in April of this year. In addition to Reference Librarian Brenda Chavez, Trustees Nagler and Rosenthal have volunteered to judge The event.

B. Foundation Report

The Foundation has agreed to allocate funds to the library in the total amount of $168,550 for the year 2015. - 2014-15

- Request for Programs (Children's, Teen, Adult, Summer Reading Kickoff) $ 32,550
- Request for Collections $ 120,000
- Pitch Your Idea Grant $ 1,000
- Library Café $ 15,000

VI. **Unfinished Business**

A. **Donor Wall**

1. **Update** - Pat updated the Trustees on the progress of the new donor wall and noted that it would probably not be completed until May. Donations to the donor wall in the amount of $1,000 can be made until December 2015. The capital campaign committee has discussed having a donor/ribbon cutting event upon completion of the donor wall.
2. **Design Features** – The Capital Campaign Committee and the Foundation Board agreed to a final version of the donor wall designed by Andrea Gifford of Group 4. Pat brought the materials that will be used to construct the wall and the finalized design to the meeting for the Trustees to observe and discuss.
   - $1,000 plus donor – plaque will be made of white acrylic
   - $5,000 plus donor – plaque will be made of white acrylic
   - $10,000 plus donor – plaque will be made of stainless steel
   - $20,000 plus donor – plaque will be made of white acrylic
   - $50,000 plus donor – plaque will be made of stainless steel
   - The size of the plaque is determined by the amount of the donation.
   - A letter will be sent requesting donors to indicate in detail the specific inscription they want on their plaque. A return envelope will be enclosed to facilitate the process.
   - The wall itself is a wood panel.

The Trustees unanimously passed the motion of Trustee Corcoran to approve the Donor Wall as presented by the City Librarian. Corcoran/Altmann)

B. **Our Library Our Future**

The campaign is close to reaching its goal of $1 million. Some donor pledges will be completed in December of 2015.

VII. **New Business**

A. **New Internet Policy**

Kathleen Kane, the City Attorney, is reviewing the policy.

B. **Summer Reading and Family Fun Night**

The Trustees advised Pat that they want to fund an extra session for each Family Fun Night as they did last year. The Trustees unanimously passed the motion of Trustee Corcoran to allocate $ 2,450 from the Trustee Copier Fund to the Family Fun Night program budget

C. **Joint Council Commission Meeting.**

The City Council has expressed an interest in meeting with members of each City Commission. Trustee Corcoran requested that the City Librarian obtain more information regarding the meeting including options for dates.

VIII. **Announcement**

A. **Spanish Language Collection**

Trustee Corcoran inquired into the status of the library's Spanish Language Collection and programs for patrons who speak only Spanish. Betsy encouraged Pat to bring this issue up with her staff for discussion and develop a systematic plan to determine and address the needs of the Spanish speaking community.

B. **World Language Collection**

Teen and Children's Librarian, Kim Day purchases the books for the World Language collection. Spanish reading materials make up the largest part of the collection. This is due to the Spanish Immersion Program at McKinley Elementary School, as well as the large number of Spanish speaking members of the community. Kim is also currently processing new Chinese, Japanese and Korean language children's books.

C. **Acknowledgement for Jeffery and Deborah Griffith**

Trustee Nagler initiated a discussion as to the possibility of recognizing the Griffith's continued service and financial support of the library. The Trustees decided to dedicate a plaque on the new donor wall in their honor. Therefore, the Trustees unanimously passed Trustee Nagler's motion to designate $10K of its contributions to the Capital Campaign to celebrate and thank Jeffery and Deborah Griffith for their years of work in support of the Library.

D. **Wording on the Plaque**

The Trustees agreed that the wording on the plaque should read as follows: "In celebration of the many contributions of Jeffery and Deborah Griffith to the Burlingame Library."

IX. **Adjournment**

The meeting was adjourned at 7:00PM. The next meeting of the Library Board of Trustees will be held March 17 2015, in the Library Conference Room at 5:30PM. M/S/C (Kerbey/Corcoran)

Respectfully Submitted,

Patricia Harding
City Librarian