BURLINGAME
PUBLIC LIBRARY

Library Board of Trustee Minutes
June 16, 2015

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

II. **Roll Call**

Trustees Present:	Betsy Corcoran (by phone), Debra Donaldson, Lisa Rosenthal
Trustees Absent:	Kerbey Altmann and Mike Nagler
Staff Present:	Brad McCulley, City Librarian Sidney Poland, Recorder
Library Board Candidates	Dennis Gale Marilyn Meyerson Randy Murray Shannon Culley

III. **Library Board of Trustee Minutes**
The May 19, 2015 Board of Trustee minutes were unanimously approved.
M/S/C (Donaldson/Rosenthal)

IV. **Correspondence and Information**

A. **Statistics**
Circulation is slowly increasing. Total circulation for both main and Easton was 48,744 compared to 54,813 for May of 2014. Percentage difference was -5.92%. The library has purchased a new laser counter for both the main and Bellevue entrances which should provide a more accurate patron count.

B. **Study Rooms**

1. **Reservation Policies** - Brad reviewed the reservation policy for the 3 study rooms, Teen study room, Tech Lab and Upper Level Meeting Room. Statistics are being recorded for each room. Study rooms are in use on a regular basis. Demand will grow as more patrons become aware of the new facilities the library has to offer.
2. **Trustee Suggestions for Study Room Procedures**
   - Policies for each study room need to be clear to patrons.
   - Print and post policies in a visible area. Include fee schedule.
   - Study rooms should have time limits.
   - Monitor patron usage to make certain one patron does not monopolize the room.
   - Review San Mateo Library's policies.
   - Post Study Room Reservation forms on-line.