

# BURLINGAME

## PUBLIC LIBRARY

### Library Board of Trustee Minutes September 15, 2015

#### I. **Call to Order**

President Donaldson called the meeting to order at 5:30PM.

#### II. **Roll Call**

Trustees Present: Kerbey Altmann, Debra Donaldson, Randi Murray,  
Mike Nagler, Lisa Rosenthal

Staff Present: Brad McCulley, City Librarian  
Sidney Poland, Recorder

#### III. **Library Board of Trustee Minutes**

The August 19, 2015 Board of Trustee minutes were unanimously approved.  
M/S/C (Rosenthal/Altmann))

#### IV. **Correspondence and Information**

##### A. **Statistics**

August 2015 Circulation statistics are 55,749 which is an 8.27% increase over August 2014 statistics of 51,489. Easton circulation for August 2015 is 6,666 compared to 7,184 in August of 2014 which is a -7.21% decrease. Brad acknowledged that new methods of measuring library usage need to be explored. For example, how can we measure success/outcomes of our educational programs and workshops? Libraries throughout the country are trying to develop ways to capture these types of statistics.

##### B. **Study Room Policies**

The Trustees reviewed the policies that are to be posted in each new Study room and recommended that the last bullet point for Study Rooms A & D be changed to read "Reservations may be made up to one month in Advance."

#### V. A. **City Librarian's Report - Highlights**

##### 1. **Personnel**

- Three new pages have been hired for 18 hour positions.
- An internal recruitment for a Librarian Assistant III Tech/Lab Supervisor has been posted.
- Recruitment for the Adult Services Manger will be posted on Calopps in mid-October.
- Recruitment in January of 2016 will be posted for the positions of Tech. Services Manager and Circulation Supervisor due to the retirement of Barry Mills and Amy Gettle.
- John Piche has resigned and is moving to Ohio.

2. **Library Security Seminar**

Library staff attended a seminar given by Dr. Steve Albrecht, a retired police officer, on security at libraries. He particularly noted that the many propped-open doors outside and inside our library leading to staff areas are a security issue. Staff has taken the proper steps to resolve this issue.

3. **First Friday All Staff Meetings**

The City Librarian held his first, First Friday of the month staff meeting to discuss any topic that would affect all library staff such as customer service, strategic planning and security issues. Staff participation was high and staff felt the discussion was very informative.

4. **Café**

- Currently we are waiting for the county health inspector to visit the site and approve a variance for the small sink.
- When the Café opens, two of the high tables will be moved from the teen area to the front of the café.
- Trustee Nagler suggested having signage stating that café food and drinks can be taken to the patron patio.
- Staff will develop a food policy.

B. **Foundation Report**

1. **Foundation Book Sale** will be held from October 16<sup>th</sup> through October 18<sup>th</sup>. Hours for the book sale will be as follows: Friday, Oct. 16<sup>th</sup> - 12:00-5:00PM; Sat. Oct. 17<sup>th</sup> 10:00AM - 4:00PM; Sunday Oct. 18<sup>th</sup> - 12:00-4:00PM.
2. **Love Your Library February 5th**- Cindy Montgomery has volunteered to help library staff with this special event for children and adults of all ages.

VI.

**Unfinished Business**

A. **Our Library Our Future - Ribbon Cutting Event**

The Capital Campaign Committee invited all "Our Library, Our Future" donors to the Ribbon Cutting Event at the library in honor of their support to the Our Library Our Future capital campaign on September 11<sup>th</sup>. The donor wall was unveiled and guests were given a tour of the library renovations. Kris Cannon organized and directed the very successful event.

B. **Trustee Bios and Photos**

Ray DeLara has posted photos and bios of the Trustees on the Library Website.

C. **ALA Online Services Subscription**

The Trustees accepted the recommendation of President Donaldson to subscribe to ALA online services for Library Trustees for one year at a cost of \$ 50.

VII. **New Business**

A. **Kim Day – Teen Happenings**

Kim gave the Trustees an over-view of what is going on in the world of teens at the library.

- The Teen Room is very popular now that adults are not allowed in the area at any time.
- **Teen Summer Reading** – 102 teens participated in the Summer Reading program in comparison to 61 teens who participated in 2014.
- **Homework Buddies** is a weekly program which began on September 21<sup>st</sup>. Eighteen teens, grades 8-12, and 18 students ranging from grades 1<sup>st</sup> through 6<sup>th</sup> make up the program. Students are paired with their teen counterpart according to the subject matter they need help in.
- **App Development Workshop** is a 4 week workshop for grades 6-8 10:00AM-12:00PM in the Tech Room. Registration is required. Two software engineers from Salesforce.com are volunteering their time to teach the workshop. Currently there are 20 students participating. There was a wait list of 26 kids.
- **Teen Advisory Board** has 23 members from grades 7-12 and meet once a month. The students are planning a MineCraft event with a few of the teens overseeing the planning and implementation.
- **Teen Text Books** supplied by Burlingame High School are now available at the library for use on site by the students. Kim wants to develop a teen nonfiction collection upstairs in the teen room of both sensitive and popular materials.
- **Future Events** include the Teen Finals De-stress Café for the winter and spring finals sessions, Free Comic Book Day, regular visits to BHS during lunch hours for the Book Café (book talks), Teen Poetry Month in April and continuing practice tests and college prep sessions.

B. **Strategic Planning**

Development of a strategic plan for the library has been rescheduled until the new Circulation Supervisor and Technology Services Manager have been selected sometime in January of 2016. The Trustees briefly discussed ways to market and build community awareness of library activities and programs.

C. **Collection Development Policy**

Discussion of this agenda item was tabled until the Collection Development Policy has been updated.

VIII. **Adjournment**

The meeting was adjourned at 7:00PM. MSC (Nagler/Murray) The next meeting of the Library Board of Trustees will be held October 20, 2015 in the Library Conference Room.

Respectfully Submitted,

Brad McCulley  
City Librarian

