BURLINGAME
PUBLIC LIBRARY

Library Board of Trustee Minutes
October 20, 2015

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

II. **Roll Call**

Trustees Present:	Kerbey Altmann, Debra Donaldson, Randi Murray, Mike Nagler, Lisa Rosenthal – by phone
Staff Present:	Brad McCulley, City Librarian Sidney Poland, Recorder Tommy McMahon, Acting Adult Services Manager
Members of the Public	Emily Beach – Candidate for City Council Anne Marie Gold – Candidate for Strategic Plan Consultant

III. **Library Board of Trustee Minutes**
The September 15, 2015 Board of Trustee minutes were unanimously approved. M/S/C (Murray/Altmann))

IV. **Correspondence and Information**
Statistics
The September statistics did not indicate any major changes either at the main library or Easton. Circulation at the main showed a 1.51% increase over last year's total of 49,507. Easton circulation decreased -1.36% for a total of 7,401 in comparison to 7,503 in September of 2014. Brad noted that a new patron counter has been installed at the main front entrance and the Bellevue door. Trustee Murray suggested that we track the average attendance of the individual children's programs.

V. A. **City Librarian's Report – Highlights**
1. **Personnel** – Interview for the Adult Services Manager in the Reference Department will be held Friday, October 23rd. Five candidates have applied for the position.
2. **Issue of Bedbugs** – The City Librarian arranged for Curly, a trained bedbug canine, to visit the library with his trainer to do a sweep for bedbugs. The procedure was performed before the library opened and took approximately an hour. The good news is that so far we are free of bed bugs. The purpose of having Curly investigate the library is to let the general public know that the library staff is being pro-active in dealing with the bedbug issue that has been plaguing some of the libraries in San Mateo County.
3. **Café** – Arrangements have been made for the splash guards to be welded next week. This will clear the way for Bob McDonald to proceed with the measurements for the cabinets. It will take approximately two weeks for the construction of the cabinets to be completed.

4. **Fire Fighters Story Time September 29th** – a member of the fire department visited toddler story time to read a few stories. The children then moved to the parking lot where the fire truck was parked. The crew talked to the children about the role of fire fighters, why they wear special gear and explained how the various part of the fire truck are used such as the hoses and ladders. The event was attended by a combined group of 160 parents and children.
5. **Winter Reading Program** – Kathy Von Mayrhauser, Children's Manager, will initiate a two week winter reading program during the Christmas school break.

B. **Foundation Report**

1. **Foundation Book Sale** - The book sale grossed approximately $5,000.
2. **Love Your Library Friday February 5th** – Time of the open house event is 7:00-8:30PM and will feature activities for both children and adults.
3. **Give the Gift of Reading** – Thursday December 10th from 6:00-8:00pm the Foundation in collaboration with Books INC. will hold a book selling event. A portion of the proceeds will be donated to the Burlingame Library Foundation to support library programming for the community.

VI. **Unfinished Business**

Collection Development Policy – The City Librarian advised the Trustees that the managers will begin to update the policy in January and work towards completing the project in February or March. The policy will then be given to the Trustees for review and approval.

VII. **New Business**

A. **Holiday Schedule 2015-2017 (Draft)**

The Trustees reviewed the schedule, determined that it was similar to the previous year and accepted the draft. When the City finalizes its holiday schedule and receives council approval, the library calendar can be formally approved.

B. **Trends – Randi Murray** – The Trustees tabled this item until the November meeting.

C. **Interview with Strategic Plan Consultant- Anne Marie Gold**

1. **Experience** - Ms. Gold has been consulting for the past 7 years with libraries, as wells as regional and state governments. Most recently she has worked with the Peninsula Library System. Anne Marie Gold has also served as Library Director for the Sacramento Public Library, Contra Costa County Library and the Solano County Library.
2. **Plan Basics** – Developing a plan requires time and commitment from the participants. The committee has to establish its own time parameters. The process could take 4 to 5 months or even a year.
   Ms. Gold offered some suggestions and ideas on what to consider in formulating a strategic plan.
   - Review current programs and services that your library is providing to the community and evaluate how they are being received by library patrons.
   - Assess what the community needs are and determine if we are meeting the needs of the people we are serving.

- The Burlingame Library has recently been remodeled to provide more meeting and study rooms for students and business meetings. Determine how these facilities can be used to their maximum effectiveness.
- Explore demographics. For example, talk to teens who won't come into the library. Take into consideration that there may not currently be a role for the library in their lives.
- Set Goals – Ms. Gold suggested a possible goal for a strategic plan could be "increase and cultivate the community's engagement with the library." One approach might be to review the plan quarterly to see where and how the library is achieving its goals set out in the plan.

3. **Conclusion**
   Ms. Gold emphasized that the final plan must be a road map for future staff members. It has to be clearly presented and not be so complicated that it will end up sitting on the shelf.

D. **Employee Recognition Event – January 2016**
The Trustees agreed that last year's event was so well attended and all guests had such an enjoyable time that the event should be held at Sixto's again. The date selected is Sunday, January 24th. Sidney will contact Francesca to check availability and make the arrangements. Trustees Murray and Altmann will coordinate the event.

E. **Marketing** – This item was tabled until the November meeting.

VIII. **December Meeting**
The Trustees agreed to meet in December to interview a candidate for the Strategic Plan Consultant.

IX.. **Adjournment**
The meeting was adjourned at 7:00PM. MSC (Nagler/Altmann) The next meeting of the Library Board of Trustees will be held November 17, 2015 in the Library Conference Room.

Respectfully Submitted,

Brad McCulley
City Librarian