

BURLINGAME

PUBLIC LIBRARY

Library Board of Trustee Minutes January 19, 2016

I. **Call to Order**

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

II. **Roll Call**

Trustees Present: Kerbey Altmann, Debra Donaldson, Mike Nagler, Lisa Rosenthal
Trustee Absent: Randi Murray
Staff Present: Brad McCulley, City Librarian
Sidney Poland, Recorder

III. **Library Board of Trustee Minutes**

The November 17, 2015 Board of Trustee minutes were unanimously approved. M/S/C (Nagler/Rosenthal)

IV. **Correspondence and Information**

A. **Statistics**

Circulation statistics continued to increase in November and December of 2015 both at the main and Easton. Circulation at the main increased by 10% from November 2014 and 6.74% from December of 2014. Easton circulation showed an improvement of 13.65% from November of 2014 and 9.89% from December of 2014.

V. **Reports**

A. City Librarian's Report – Highlights

1. **Personnel** – Geralyn O'Brien is the new Circulation Manager; Megan Wong has accepted the position of Technical Services Manager. Recruitments for two full time Reference Librarians and a Page Supervisor are in progress.
2. **Café Update** – The café passed the inspection conducted by the Health Department which will permit the café to open immediately.
3. **Security Camera Update** – The project is nearly completed with cameras being installed throughout the library, as well as the parking garage.
4. **Love Your Library** - Plans are in full swing for the February 5th event. There will be a variety of events for all ages. Crafts for children, face painting, games, a jazz band and of course, cookies and tea sandwiches will be a part of the gala event.

B. **Foundation Report**

The Foundation is now preparing for this year's Book and Author Event which will be held at the Green Hills Country Club. Janice Scattini and Noreen West will be the co-chairs for the event.

VI. **Unfinished Business**

A. **Café Update**

1. **Coupons for Library Staff** - The Trustees passed a motion to allocate funds in the amount of \$300 from the copier fund to provide coupons for full time and 18 hour staff to use at FIKA, the Library's new Café. M/S/C (Rosenthal/Altmann) Brad will check with the City Finance Department to ascertain if the coupon request is workable from an accounting stand point.

2. **Tables for Café and Misc.**

- Brad is looking into purchasing 2 more tables for café patrons.
- Trustees requested that lids be put on coffee cups.
- Suggestion was made to have sponges available in the café to wipe up accidentally spilled beverages.

B. **Employee Recognition Event**

All arrangements have been made for the event. There will be approximately 80 attendees.

C. **Library Holiday Schedule**

The Trustees unanimously approved the Library Holiday Schedule submitted by the City Librarian, Brad McCulley.
M/S/C (Altmann/Donaldson)

D. **Librarian Scholarship**

- Lisa Goldman, City Manager, advised Brad that she supported the idea of a Librarian Scholarship. The project should be funded by the Library Trustees.
- Brad will contact the City Attorney, Kathleen Kane, to determine if there are any legal issues or criteria that the Trustees would have to follow in initiating a scholarship program.
- The Trustees decided to use the term Professional Development rather than Librarian Scholarship.

E. **Strategic Plan**

The Strategic Plan has been delayed until May or June of 2016. Lisa Goldman wants this project to be funded by the City rather than the Trustees. The funds will be disbursed from the Library budget.

The Trustees requested that Brad advise Tish Busselle and Jane Light of the date change for starting the Strategic Plan.

VII. **New Business**

A. **Review of Patron Behavior**

1. **Inappropriate Behavior** - The Trustees reviewed the facts relating to the inappropriate behavior of Kevin Cotchett and Mr. Churchill on the Library premises presented by Brad McCulley, City Librarian.

2. **Trustee Action** - The Trustees passed a motion authorizing Brad McCulley to prepare warning letters for Mr. Cochett and Mr. Churchill stating specific incidents of their inappropriate behavior and noting that if this behavior continues they will be subject to being banned from the Library for a specified period of time. M/S/C (Rosenthal/Altmann)

3. **Procedure** – The official warning letters for Mr. Cotchett and Mr. Churchill will be placed at the Information Desk and be hand delivered to each of them when they visit the Library by Brad McCulley.

B. **Passport Entry – Removable of Children and Teen Fines**

- Brad has contacted PLS Library Directors to try and ascertain who is and who is not supporting the plan to discontinue children and teen fines and also to obtain a reliable figure of the total fines that are paid for children's and teen fines.
- Initiating the Passport Entry service at the Library would replace funds lost from children and teen fines.
- Lisa Goldman has approved the Passport Entry service at the Library and Brad is moving forward to implement it.
- Some of the Trustees felt that paying fines teaches responsibility.
- Brad explained that children/teens would still bear the responsibility if they lose or damage a book, video etc.

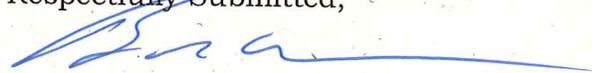
C. **Retirement Gift Request**

The Trustees approved Brad's request to use funds from the Trustees' copier fund account to pay for Barry and Amy's retirement parties.
M/S/C (Altmann/Rosenthal)

VIII. **Adjournment**

The meeting was adjourned at 7:00PM. MSC (Nagler/Altmann) The next meeting of the Library Board of Trustees will be held February 16, 2016 in the Library Conference Room. (Meeting subsequently changed to February 23rd due to a scheduling conflict.)

Respectfully Submitted,



Brad McCulley
City Librarian