

BURLINGAME

PUBLIC LIBRARY

Library Board of Trustee Minutes November 25, 2014

I. Call to Order

President Donaldson called the meeting to order at 5:40PM.

II. Roll Call

Trustees Present: Kerbey Altmann, Debra Donaldson,
Mike Nagler, and Lisa Rosenthal
Trustee Absent: Betsy Corcoran
Staff Present: Pat Harding, City Librarian
Sidney Poland, Recorder

III. Library Board of Trustee Minutes

The October 21, 2014 Board of Trustee minutes were unanimously approved. M/S/C (Rosenthal/Altmann)

IV. Correspondence and Information Statistics

The Trustees reviewed the October statistics noting that circulation at the main library was down due to the construction on the lower level. The Trustees acknowledged that circulation will most likely decrease further when the construction of the main level begins.

V. Reports

A. City Librarian's Report - Highlights

1. PLP Information Grant

- Tommy McMahon won a PLP Innovation and Technology Grant entitled Tap, Swipe, Discover in the amount of \$7,216.
- The grant funding provides the library with 3 touch screen computers which will be located on each floor of the library.
- Upper level terminal will highlight a reader's advisory website with book lists and reviews.
- Main level terminal will highlight a different subscription database each month.
- Lower level terminal will display schedule for the tech lab and study rooms.

2. Instagram

- The Library's Facebook and Instagram accounts have made it possible for the library to establish a presence on a variety of social media outlets.
- A BPL social media team was formed to promote library events, materials and other creative efforts of the staff.

3. Millennium Project

- Project is on schedule. Upper level was opened to the public on October 22nd.
- The new meeting room will not be available for public use until the circulation area on the main level has been completed. In the interim, circulation staff will use it for processing incoming materials.
- Lower level was closed to the public on October 14th. DVDs and CDS have been moved to the main level for our patrons.
- The Lane Community Room has new carpet, walls have been cleaned and 100 new chairs have been purchased. The room is open for limited usage as the HVAC has been shut down to limit construction dust.

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- All Children's programs have been moved to the Children's Department until February. Beginning February 2nd, All children's programs will be held at Easton and continue until the main level construction is completed. Easton hours will be increased to 10:00AM-8:00PM Monday through Thursday and 10:00AM to 5:00PM Friday and Saturday.
- Parking area near ramp will have to be resurfaced to meet ADA regulations.

C. Foundation Report

1. **OLOF Campaign** - The OLOF campaign chair will present a check in the amount of \$500,000 to the City Council on December 1, 2014. This check represents half of the one million dollars that the Foundation has committed to raise.
2. **OLOF Crowd Funding**
3. **Author's Luncheon** – The 3 authors for the Foundation's Book and Author have been confirmed. The authors are Lisa See, Ayelet Waldman, and Dan Jurafsky. Lisa Rosenthal will introduce the authors. The Escoffier Society will induct new donors, who have given a total donation of \$10,000 or more over the years, into the Society at their annual event to be held before the luncheon.

VII. Unfinished Business

A. Employee Appreciation Event

The event will be held Sunday, January 25th at Sixtos from 10:00AM to 12:30PM. Trustee Nagler has made the food, beverage and entertainment arrangements.

B. Donor Wall

Pat is waiting for Paul Jamtgaard of Group 4 to send her the revised designs that include the suggestions of committee members as well as cost reduction in the project.

C. Trustee Attendance at Foundation Meeting

Lisa Rosenthal will attend the January 15th meeting of the Foundation.

VIII. New Business

A. Donor Wall

Paul Jamtgaard of Group 4 met with members of the Capital Campaign Committee and some of the Trustees to review the designs. The wood plaque wall design had the most favorable comments but the cost was a concern.

Pat requested that Paul refine the wood design and find a way to reduce the cost.

B. Cost of Donor Wall

The Trustees felt that the Donor Wall should not be financed with Capital Campaign Funds and agreed to allocate funds to underwrite the cost but expressed concern about the initial cost estimate. Therefore, the Trustees passed the motion of Trustee Rosenthal that they are ready to allocate additional funds from the Duncan Fund for the Donor Wall upon receiving more detailed information regarding cost of the project and the design plan.
M/S/C (Rosenthal/Nagler)

IX. Announcements

Trustee Nagler suggested that the Trustees take turns attending the Foundation Meetings if not every time at least two or three times a year. This will be an agenda item for the November meeting.

X. Adjournment

The meeting was adjourned at 7:00PM. The next meeting of the Library Board of Trustees will be held November 18, 2014, in the Library Conference Room at 5:30PM. M/S/C (Donaldson/Nagler)

Respectfully Submitted,

Patricia Harding
City Librarian