

BURLINGAME

PUBLIC LIBRARY

Library Board of Trustee Minutes March 15, 2016

I. Call to Order

Secretary 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, Tommy McMahon, Reference Adult
Services Manager, Cynthia Rider, Reference Librarian
Sidney Poland, Recorder

III. Library Board of Trustee Minutes

The February 23, 2016 revised Board of Trustee Minutes were unanimously approved.
M/S/C (Rosenthal/Nagler)

IV. Correspondence and Information

Statistics

Circulation statistics at the main increased 109.54% from 22,689 for February 2015 to 47,542 for February 2016. This increase is due to the fact that in February of 2015 the Children's Department was under construction and all children's programs were held at Easton. Easton circulation for February 2016 of 7,116 shows a decrease of 28.42% from the 2015 circulation of 9,941 because the majority of children's programs returned to the main library.

V. Reports

A. City Librarian's Report – Highlights

1. **Personnel** – Klara Kim of the Children's Department last day will be March 8th. Klara is moving to New Mexico. Cynthia Rider is our new Adult Services Librarian. The Children's Department has two new staff members Annie and Dora. Recruitments for a full time Reference Librarian, Permanent Part Time Children's Librarian and full time Technical Service Department IT Library Assistant are in progress.

2. **Café**

- Ghada reports that more patrons are beginning to frequent the Café. Business is slowly growing.
- Brad will advise Ghada that Styrofoam containers cannot be used.
- The Trustees wanted to support the Café by providing a check to Ghada for 60 \$5.00 coupons that will be given to staff to use at the Café. Maryam will design the coupons. Brad will give them to the staff.

3. **Safety Update**

- On March 30th, Bart Spencer of the County Fire Department will hold emergency training for a specific disaster, such as an earthquake, in the Lane Room for all staff.
- Bloodborne Pathogen refresher course will be held April 5th for Library and Parks and Recreation staff.

4. **Marketing Update** – Brad provided minutes of the Marketing Meeting for the Trustees to review.

B. Foundation Report

The Book & Author Luncheon is almost sold out. The April book sale will be held Friday April 15th through Sunday April 17th.

VI. Unfinished Business

A. Strategic Plan

1. **Jane Light** - Trustee Donaldson noted that that the “due diligence” procedure for Jane Light provided by Monique Zieshenne, Director of the Palo Alto City Library, gave the Trustees a positive narrative of Jane Light’s experience and expertise as a qualified strategic planner.
2. **Harwood Institute** – The California State Library is offering a program through The Harwood Institute that offers a training opportunity to provide Libraries with skills and ideas to effectively encourage their community to express what role it wants the Library to play in helping to develop a stronger community. The goal is for the Library to “turn outward to the community” and whenever possible use the knowledge gained from community members to create and develop programs and services that they really care about. Brad has sent in applications for 5 staff members to attend.

B. Librarian Scholarship

1. **Equitable Grant** – Brad spoke with staff members who are currently attending library school and working at our Library, as well as those who recently received their MLS, regarding possible terms and conditions for receiving the scholarship. Staff members involved agreed that the terms and conditions the Trustees discussed were acceptable. They expressed the view that they did not like a competitive scholarship and felt that the funds should be distributed equally. It was also agreed upon that a specified grade average should be maintained.

2. Scholarship Funding

The Foundation is reviewing various ways that it might be able to assist in the distribution of the funds for the Library Scholarship.

C. Analytics on Demand Database

Brad has received information from Pacific Library Partnership that for the first 15 months the program is free of charge. Library staff members Patty Flynn, Megan Wong and Ray DeLara will attend the training.

VIII. New Business

A. Repair Café

Trustee Rosenthal presented the idea of promoting a “Repair Café” as a Library Project to the Citizens Environmental Council. The CEC is on board with the concept and Terry Nagel will co-chair the project with Lisa. Possible sites both inside and outside the Library were discussed. The biggest challenge will be to find reliable people to make the repairs on various items. Brad will contact the Director, of the Sunnyvale Library to find out how their “Repair Café” is managed.

B. Burlingame Library Bike Station

Tommy McMahon, Adult Services Manager, has applied for a grant through the Pacific Library Partnership 2015-2016 Grant Program to fund the Burlingame Library Bike Station. The station would be located near the bicycle rack. The grant request is being reviewed.

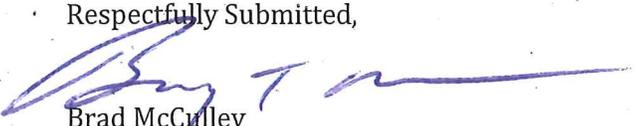
C. Reference Department Overview Highlights – Tommy McMahon

- Tommy introduced Cynthia Rider who is the new Reference Librarian. Cynthia oversees the fiction, mystery and books on CD collections, as well as helping to manage adult programs. Cynthia was formerly a Reference Librarian at the Foster City Library.
- As Adult Services Manager, Tommy oversees the Reference budget, processing of books, CD's, audio books, e books, and videos, as well as keeping the collection up to date otherwise known as "weeding".
- Recently Tommy formed a committee to help update the table displays to produce a fresh look and provide a more inviting selection of materials.
- Special projects is another facet of Tommy's responsibilities. He recently completed a "Scan It" project whereby photos old and new can be scanned onto a flash drive and then put on an individual computer or made into a photo album.
- Currently Tommy is working on a Pod Cast Project entitled Me, You, We. This is a LSTA grant funded project that is part of his time in the Eureka Leadership Program. He has interviewed a few participants and is looking for other interested people. The purpose of the project is to relate the personal stories told by the participants in the hopes of giving the residents of the area a better sense of who the people are who live and work in the community. Trustees Murray and Rosenthal offered to give Tommy the names of potential participants:

IX. Adjournment

The meeting was adjourned at 7:20PM. MSC (Rosenthal/Murray) The next meeting of the Library Board of Trustees will be held April 19, 2016 in the Library Conference Room.

Respectfully Submitted,



Brad McCulley
City Librarian