

# BURLINGAME

## PUBLIC LIBRARY

### Library Board of Trustee Minutes April 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, Randi Murray, Mike Nagler,  
Lisa Rosenthal

Staff Present: Brad McCulley, City Librarian, GERALYN O'Brien, Circulation  
Supervisor

Sidney Poland, Recorder

Guest: Andy Blanco – Burlingame Resident

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

The March 15, 2016 Board of Trustee Minutes were unanimously approved.

M/S/C (Murray/Altmann)

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

##### **Statistics**

Circulation statistics at the main increased 39.44% from 38,614 in March 2015 to 53,843 in March of 2016. The City Librarian noted that the increased 2016 Circulation Statistics are being compared to circulation during the 2015 remodel. Easton circulation for March 2016 shows a decrease of -4.92 from the 2015 circulation of 8,773 compared to 8,341 in March of 2015.

#### V. **Reports**

##### A. City Librarian's Report – Highlights

1. **Personnel** – Jenny Miner and Jason Yap are the newest additions to the library staff. Jenny will join the Children's Dept. and Jason will become a member of the Technology Dept.

2. **Café** – Brad will confer with Johnson regarding the possibility of installing an exhaust fan in the café at a future time.

3. **Library Bike** – the new library bike is on display near the entrance of the library. Trained staff members will ride the library bike to specific event areas such as "The Grid and "Farmer's Market".

##### 4. **Safety Update**

- On March 30<sup>th</sup>, Bart Spencer of the County Fire Department held an in house Emergency Preparedness class.
- Paul Gantt of Safety Compliance Management, conducted a Blood Borne Pathogen refresher class for 30 staff members on April 5<sup>th</sup>. He provided explicated methods for protecting ourselves against possible exposure from Pathogen transmittal
- Panic buttons have been installed at the public desks. Guidelines for usage are forthcoming. The Police Department would prefer that if at all possible staff use 911 before using the panic button. This way the police will have some information as to the situation they have to confront

5. **Marketing** - Brad provided minutes of the recent Marketing Meeting for the Trustees to review. Trustee Murray raised the idea of Brad providing the Trustees, Foundation members, volunteers and staff with approximately 3-5 highlights about the library on a regular basis that they could discuss with community members. This would be a good way to update the City Council on current happenings at the library.

#### **B. Foundation Report**

1. **Book Sale** - The Foundation held their April Book Sale last week. Chairperson, Marilyn Myerson felt it was quite successful. It has been suggested that more advertising could help sales. On Sunday a new feature, senior hours from 10-noon, was implemented. Feedback from seniors was positive. Debra Donaldson will chair the October sale.

2. **Book and Author Luncheon** - The luncheon is sold out but there is a waiting list. Noreen West, Reservation Chair, is confident that those on the waiting list will be accommodated.

### **VI. Unfinished Business**

#### **A. Strategic Plan**

1. Brad reviewed Jane Light's Draft Scope of Work for our Strategic Plan. Brad will meet with Jane at a date to be determined. The Trustees made the following comments in regard to Jane's scope of work.

- Jane Light suggested 10 meetings at 1.5 hours. Trustees prefer 8 meetings.
- Each meeting should have a topic.
- There should be 5 focus areas.
- Combine the 2 Foundation and Trustee meetings.
- How to manage the plan as a living document should be part of the process.
- Plan should include quarterly reviews to assess successes or areas that need improvement.
- Trustee Murray felt that Jane Light's draft budget was reasonable.

#### **B. Librarian Scholarship**

The Foundation's accountant, Brian Blythe, has not yet responded to the possibility of the Foundation distributing funds for the library scholarship.

#### **C. Repair Café**

The first Repair Café will be held July 16<sup>th</sup> from 11:00AM-to 3:00PM in the Lane Room. Four volunteers from the Citizens Environmental Council have offered to coordinate the traffic. The founder of the Palo Alto Repair Café will post the library's event on their website. Ace Hardware in San Mateo is very interested in this project and even offered their store as a site for the Repair Café. Maryam Refahi will make posters.

### **VIII. New Business**

#### **A. Circulation Department Overview - Geralyn O'Brien, Circulation Manager**

- Circulation Dept. has two full time employees and 10 part time casual employees which includes Library Assistants, aides and pages.
- Circulation staff shares duties at the Information Desk with the Reference Department. Cross Training has been implemented by both departments.
- Circulation staff is highly trained in customer service and troubleshooting patron requests.
- Some other circulation duties include checking out materials, issuing library cards, educating patrons on our fines and fee procedures, and checking for missing or lost materials.
- Installation of the material handling system, which sorts returned materials into bins to be shelved, has had a positive effect in reducing repetitive stress on staff.

- Some staff members are participating in social media projects, as well as doing podcasts, and overseeing library programs.
- One future goal of the department is to increase library cardholders.

**B. Diverse Programming**

The Trustees began a discussion on ways to diversify library programs for all of our community members by including a variety of multi-cultural events. Trustee Murray suggested a multi-cultural musical event. Brad McCulley, City Librarian, noted that the foreign language collection needs to be updated. The Trustees have requested that "Diverse Programming" be placed on the May agenda.

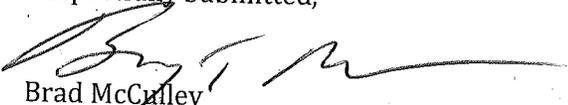
**C. Library Ornaments**

This item was tabled until the May 17, 2016 meeting.

**IX. Adjournment**

The meeting was adjourned at 7:20PM. MSC (Altmann/Murray) The next meeting of the Library Board of Trustees will be held May 17, 2016 in the Library Conference Room.

Respectfully Submitted,



Brad McCulley  
City Librarian