

# BURLINGAME

## PUBLIC LIBRARY

### Library Board of Trustee Minutes May 24, 2016

#### I. Call to Order

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

#### II. Roll Call

Trustees Present: Debra Donaldson, Randi Murray, Mike Nagler,  
Lisa Rosenthal (by phone)  
Trustee Absent: Kerbey Altmann  
Staff Present: Brad McCulley, City Librarian, Sidney Poland, Recorder  
Guests: Andy Blanco – Burlingame Resident,  
Leonard Heyman – Burlingame Resident  
Elisabeth Ostrow – Hillsborough Resident

#### III. Library Board of Trustee Minutes

The April 19, 2016 Board of Trustee Minutes were unanimously approved.  
M/S/C (Murray/Nagler)

#### IV. Correspondence and Information Statistics

Circulation statistics at the main increased 8.78% from 46,858 in April 2015 to 50,973 in April of 2016. Easton circulation for April 2016 shows an increase of 1.22% from 7,515 in April of 2015 to 7,607 in April of 2016. In summary, Circulation at main remains steady, Easton circulation is slowly increasing and all study room use is consistently improving.

#### V. Reports

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

1. **Personnel** – Rachel Lipkin recently joined our Library staff and will be working as a Library Assistant at Easton. Recruitment for a full time librarian will begin shortly.
2. **Passport Intake Employee** – This position has been posted on Calopps.
  - The State Department requires all applicants to take an online test.
  - The selected candidate will be employed by the City of Burlingame.
  - The passport office will be located in Study Room A at the Library.
  - The Library will provide this service 3 days a week for 3 hours each day.
  - Cost of this service is \$25.00 per passport.
  - A library staff person from each department will provide back up in the event the passport employee is not present. The staff person will receive additional pay as the passport backup.
3. **Fines for Children and Teens**  
Beginning July 1, 2016 fines for children and teens will be permanently discontinued at the Burlingame Library. Loss of these fines will be approximately \$20,000 per fiscal year. The Library will receive payment for passport fees which should defray a portion of the monetary loss resulting from discontinuing children and teen fines.

**4. 2016-2017 Fiscal Budget**

The Library's budget was approved by council. The request to promote Maryam Refahi to full time beginning July 1, 2016 was approved.

**5. Library Stolen Property**

The Burlingame police were able to apprehend the thieves who stole the Wi-Fi hot spot from the Information Desk. Unfortunately, the police were not able to locate the Wi-Fi hot spot.

**B. Foundation Report**

**Book and Author Luncheon**

The Book and Author Luncheon was a great success. Approximately \$61,000 was raised.

**VI.**

**Unfinished Business**

**A. Strategic Plan**

- Brad will meet with Jane Light on June 1<sup>st</sup> to review her contract and set up her schedule for the duration of the project.
- Four of the staff members who attended the Harwood Institute workshop will join the meeting.
- The Strategic Plan Committee will be composed of all library department managers, 2 Trustees, 2 Foundation members and 2 Community members. Trustee Murray suggested that 3 Trustees and 3 Foundation members should be on the committee.
- The City Community Development Dept. is gathering data about Burlingame that can be useful for development of the Strategic Plan.
- Posters will be used as a tool to provide information on the project to the public.
- The internal marketing committee will be discussing ways and means of what methods they can use to involve the community. Trustee Murray requested that the Trustees be provided with a schedule of the internal marketing meetings.

**B. Librarian Scholarship**

**1. Foundation Participation**

The Foundation has received approval from Bryan Blythe, their tax accountant, to disburse funds to library employees who are working towards their MLS degree. The Foundation Board members felt that the purpose of the scholarship agreed with their mission statement. In order to implement this procedure, the Foundation is required to fill out a specific IRS form. Trustees would have to be responsible for the IRS fee in the amount of \$1,000. Terms of the scholarship were discussed:

- Brad noted that the cost of one class towards an MLS degree is approximately \$1,400.
- Trustees agreed that \$500.00 per class for each person was an equitable amount.
- Employees are expected to finance a portion of their tuition.
- The Library is purchasing the text books.
- Applicants should be requested to write a brief explanation of why they are requesting funding from the Trustees.
- If approved, applicants would receive their funds at the end of the semester.
- Proof that applicant passed the class would have to be provided to the Trustees.
- It was noted that a scholarship is traditionally given at the beginning of the semester, not at the end. Therefore, the Trustees decided to change the word "Scholarship" to "Reimbursement".

## 2. **Trustee Motion**

The Trustees passed a motion to institute a reimbursement from Trustee funds that would provide additional funding to those library employees who are currently enrolled or who have been accepted in an MLS program in the amount of \$ 500.00 per individual per class with the stipulation that the plan be reviewed in a year. M/S/C (Murray/Rosenthal)

## 3. **Continued Reimbursement Discussion**

Trustee Murray noted that she would like to have a better understanding of the IRS form and also suggested that some due diligence was necessary. Brad will contact Meeks Vaughan regarding this matter. It was also noted that the Trustee reimbursement will be available to both full time and part time staff that qualify.

### 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. Trustee Nagler offered to walk the avenue to hand out the posters Maryam will design.

### D. **Café Update**

Ghada requested that the Café be closed on Saturday due to lack of business. The Trustees felt that she had agreed to the terms of the contract and should keep her commitment. It was suggested that perhaps she could close early. Spencer Thompson, our volunteer marketing person, is working on a blog to help her attract more business. For the present, the Café will remain open on Saturday. Brad will monitor the situation.

### E. **Diverse Programming**

The Trustees continued to discuss how to bring about more diverse programming. Trustee Nagler brought a flyer from San Mateo Library advertising their Asian Pacific American Heritage Month as an example of diverse programming. Trustee Nagler inquired as to who determines the programs at our library that are made available to the community.

- Each department selects its own programs.
- For example, Brenda is an art major so her focus is the docent lectures from the De Young Museum and Legion of Honor that are art related.
- The Children's Dept. offers Mandarin story time once a month; sign language is held the 3<sup>rd</sup> Friday of every month.
- The Reference Dept. will be offering an English Learners Conversation Group beginning every Tuesday June 6<sup>th</sup> through June 27<sup>th</sup> from 1:30-3:00PM.
- The new Strategic Plan will help us to recognize multi-cultural areas where program development is needed.

### F. **Library Ornaments**

Trustee Donaldson inquired as to the possibility of selling the library ornament. The ornament is a replica of the Burlingame Library and has been sold through the years during the holiday season. Some volunteers in the book sale group have asked if the Foundation could sell them. The Trustees agreed that the ornaments could be sold at Foundation events at a price that has not yet been determined.

VII. **Adjournment**

The meeting was adjourned at 7:00PM. MSC (Donaldson/Murray) The next meeting of the Library Board of Trustees will be held June 21, 2016 in the Library Conference Room at 5:30PM.

Respectfully Submitted,



Brad McCulley  
City Librarian