BURLINGAME
PUBLIC LIBRARY

Library Board of Trustee Minutes
June 21, 2016

I. **Call to Order**
President Nagler called the meeting to order at 5:30PM.

II. **Roll Call**
Trustees Present: Kerbey Altmann, Andy Blanco, Debra Donaldson, Randi Murray, Mike Nagler, Lisa Rosenthal
Staff Present: Brad McCulley, City Librarian, Sidney Poland, Recorder

III. **Library Board of Trustee Minutes**
The May 24, 2016 Board of Trustee Minutes were unanimously approved.
M/S/C (Rosenthal/Donaldson)

IV. **Correspondence and Information**
A. **Statistics**
Circulation statistics at the main and Easton for May continued to increase at a steady pace.

Circulation	May 2016	May 2015	Per Cent Change
Main	51,225	48,744	5.09%
Easton	7,533	7,020	7.31%

The Trustees noted that since the study rooms are so popular with our patrons, it would be informative to include the percentage of increased usage in the monthly statistics.
B. **September Is National Library Card Month**
Children's Librarian, Kathy Von Mayrhauser, will hold her kindergarten library card drive for all Burlingame elementary schools, OLA St. Catherine's, and North and West Hillsborough schools. PLS is issuing new library cards for children and teens. As of July 1, 2016, fines for children and teens will be discontinued.
C. **Trustee Accounts**
The Trustees reviewed the accounts. Brad will contact The Silicon Valley Foundation and request that a fund representative attend a board meeting and give a presentation on the particulars of the Roger and Jean Duncan Fund and the Julia Farrell Fund which are the two accounts the Silicon Valley Foundation manages for the library.

V. **From the Floor (Public Comments)** There were not any members of the public in attendance.

VI. **Reports**
A. City Librarian's Report – Highlights
1. **Personnel** – Three new employees have accepted positions at the Library. Cody Baker and Wyatt Reno will join the Tech Services staff and Christi Weindorf will work at the Easton Library.
2. **Passport Intake Employee** – Interview for the Passport Intake Employee will take place on June 22nd.
3. **Pitch Your Idea**- Kim Day was the winner of the $1,000 grant which was funded by the Foundation. Her winning project is entitled "Get Real Life Skills for Teens".

4. **Fund a Need** - The Foundation members decided that the Fund A Need project made possible by donations given at their annual Book and Author Luncheon would be allocated towards providing laptops/iPad for loan inside the library. Eventually, lending of these items will be expanded to daily or weekly loans with Wi-Fi hotspots for those patrons who may not have internet service at home.

5. **Summer Reading** –Saturday June 18th library staff kicked off the summer reading program with 350 children and adults attending. Easton library summer reading program began Monday night June 20th with 150 children and adults in attendance.

B. **Foundation Report**

Foundation Members will attend the July 14th meeting to work with Jane Light on the Strategic Plan.

VII. **Unfinished Business**

A. **Strategic Plan**

1. **Library Tee Shirts** - Staff requested new tee shirts with a library design to wear when they go out into the community to conduct the survey for the strategic plan. Maryam, our staff artist, would design the tee shirt.
2. **Trustee Motion**- The Trustees passed a motion to allocate the proper amount from the copier fund to purchase 50 tee shirts at an approximate cost of $10.00 each. (MSC) (Altmann/Murray)
3. **Surveys**- Survey data should be gathered and compiled during the month of August. The survey is going to be translated into Spanish. Both surveys will be available on-line. The survey will also appear in the Burlingame eNews. Brad will contact Council Member Emily Beach regarding the possibility of getting the survey out to BEC members and Pat Harding to assist in contacting the Burlingame Rotary Club. Trustee Murray suggested using the iPad as a faster means of collecting the information.

B. **Professional Development**

The Trustees agreed to accept President Nagler's suggestion to rename their "reimbursement from Trustee funds" to "Trustee Development Award.", which will provide extra funding for library staff who are working towards their MS.

C. **Repair Café**

Trustee Rosenthal gave an overview of the schedule for the event.

- Set Up will begin at 9:30. The actual event will begin at 11:00AM and conclude at 3:00PM.
- Citizens Environmental Council will provide volunteers to help with directing participants to the correct fix- it person.
- Participants will be required to fill out information forms regarding the item they want fixed, name of person who fixed it and whether or not the item could be fixed.
- There will be a station set up for items that cannot be fixed to be recycled. There will be a fee for large items; small items will be free.

VIII. **New Business**

A. **Harwood Institute – Megan Wong**

Megan gave a brief overview of her experience at the Harwood Institute. The program emphasized the concept of the library staff getting out of the library and physically participating in community activities. For example, Megan is planning to join the Burlingame Mother's Club. The purpose is to find out what kind of community the residents want and what role the library can play in helping the community achieve its goals.

B. **Nomination and Election for President & Secretary**

President Nagler nominated Kerbey Altmann to serve as President of the Library Board of Trustees. Mike Nagler was nominated to serve as Secretary. The trustees passed a motion to elect Kerbey Altmann as President and Mike Nagler as Secretary of the Library Board of Trustees. M/S/C (Murray/Donaldson)

C. **Trustee Liaison with City Council Member**

The Trustees discussed the value of having a liaison with individual City Council Members.

D. Staff Anniversary Gifts From Books Inc.

The Trustees passed a motion to approve payment for $ 10 Books Inc. gift cards from the copier fund which will be given to staff members on their anniversary date. MSC (Donaldson/Rosenthal)

IX. **Announcements**

Trustee Donaldson will be leaving the Library Board of Trustees as of this meeting. The Trustees honored Debra's years of service as a Library Trustee by making a donation in her honor to the Library Foundation.

X. **Adjournment**

The meeting was adjourned at 7:00PM. MSC (Altmann/Murray) The next meeting of the Library Board of Trustees will be held August 16, 2016 in the Library Conference Room at 5:30PM. The Trustees will not have a meeting in July due to vacation schedules.

Respectfully Submitted,

Brad McCulley
City Librarian