



**DRAFT MINUTES OF THE
ALAMEDA FREE LIBRARY BOARD MEETING
WEDNESDAY, MARCH 8, 2023**

The regular meeting of the Alameda Free Library Board was called to order at 6:05 p.m.

ROLL CALL

Present: Joyce McConeghey, President
Sara Strickler, Vice President
Thushan Amarasiriwardena, Board Member
Dimple Kanji, Board Member
Kathleen Kearney, Board Member

Absent: None

Staff: Jane Chisaki, Library Director
Lori Amaya, Recording Secretary

NON-AGENDA PUBLIC COMMENT

None.

CONSENT CALENDAR

An asterisk indicates items so enacted or approved on the Consent Calendar

- *A. Report from the Library Director Highlighting Activities for the Months of January and February, 2023.
- *B. Draft Minutes of the Regular Library Board Meeting of January 11, 2023.
- *C. Modified Library Services Report for the Months of December, 2022 and January, 2023.
- *D. Financial Report Reflecting FY22/23 Expenditures by Fund for January and February, 2023.
- *E. Bills for Ratification for the Months of January and February, 2023.

Director Chisaki reported the Library is almost fully staffed with the last open full-time position to be filled soon. The new staffing levels will allow for more programming. There is now more stable staffing at the branches as well. The Lincoln/Marshall/Pacific Avenue Safety Improvement Project is moving forward and Director Chisaki supports the option that was chosen, although the Library will lose some of the street parking along Lincoln Avenue. The City is hiring additional parking

enforcement staff and they will patrol the Library parking lot on a more regular basis. The Books for Friends bookstore will expand hours once they get more volunteers. Their gift cards will be able to be used in the Café once they set up capability to receive electronic payments. The Friends Mini Used Book Sale is on May 5 & 6. The larger book sale will be in October at the O'Club. Budget season has begun and public hearings will be in May and the Library may need the Board's support to speak on behalf of the Library's budget. Director Chisaki has requested an increase in revenues to start a capital project fund in order to build at Alameda Point, or to build the Seed & Tool Library at Jean Sweeney Open Space Park. President McConeghey noted there are two spelling corrections to be made to the Draft Minutes of the January 11, 2023 Library Board Meeting.

Board Member Kearney moved to accept the Consent Calendar including the Draft Minutes of the January 11, 2023 Library Board Meeting with two corrections. Board Member Amarasiriwardena seconded the motion, which passed with a 5-0 vote.

REGULAR AGENDA ITEMS

A. Current and On-Going Library Activities (J. Chisaki)

The annual Peeps Diorama contest is coming up. Kits can be picked up the second week of April. Voting can be done online and the winner will be announced on April 28. The new Teen Librarian is considering launching a new Teen Poet Laureate program. There may also be a poetry slam in the spring. The Dia program is scheduled for April 29. Staff Development Day is on March 30. All three libraries will be closed so all staff can attend the training. Alameda Reads is just about ready to publish their third book. It helps between 40-45 learners per year with one-on-one tutoring, small group classes, and computer literacy skills.

B. Seed & Tool Library (J. Chisaki)

The City Council has voted to move forward with an aquatic center at Jean Sweeney Open Space Park. The Library's Seed & Tool Lending Library is in the Master Plan for the park, but the infrastructure for that phase of the park has not been completed and there is no money for it. The location of the aquatic center is at the western end of the park, and while they are bringing in the equipment for that project, they should also phase in the rest of the projects at that end of the park. Director Chisaki is working with the Friends on fundraising and wants them to target approximately \$700,000. Tools will include gardening tools and tools that are useful in renovating Victorians. Board Member Amarasiriwardena asked if it would need to be staffed with a librarian and Director Chisaki responded at least one paid staff member will be needed, but not necessarily a librarian. Vice President Strickler asked if there will be a space for programming and Director Chisaki responded programming will be held outside. Director Chisaki estimates two years for the aquatic center to be completed, so the Seed & Tool Library will be completed sooner.

C. Friends of the Library (J. Chisaki)

Vice President Strickler is involved with the newly formed Café Committee and helping with a relaunch. Ideas range from increasing awareness, adding new offerings, and space reorganization. Director Chisaki invited the Board to take the survey that was included in the Board Letter and give opinions how the space should be used, and what should be offered. Vice President Strickler would like to expand the hours beyond 4:00 p.m. because there is a rush of high school students at 3:30 p.m. Director Chisaki shared that the Café is currently rated as a snack bar, so an assessment would need to be completed if they wanted to make a change from that. Vice President Strickler shared that a benefit to the Café using Square is that now their inventory can be tracked.

D. Patron Suggestions/Comments (Speak-Outs) and Library Director's Response

A patron suggested installing cell phone charging stations on the tables, in the reading areas, and on furniture to best serve the patrons. The Library currently offers cell phone chargers at the Reference desk and has already ordered a USB port to test. If it works well, they will be added to the tables on the second floor.

A patron suggested the Library allow a number of free pages to be printed from the computer. The Library is charged by the number of prints, and that cost is passed on to the patrons that are printing. It is more equitable if each patron pays the nominal print fee. There are no plans to give free prints at this time.

BOARD COMMUNICATIONS

Board Member Amarasiriwardena asked how many people use Tutor.com. Director Chisaki responded the average number of users is around 30-40. Board Member Kearney enjoyed reading the article about Library Aide, Carmen Chu, and how Alameda Reads has benefited her.

STAFF COMMUNICATIONS

Director Chisaki reminded the Board to complete their online Form 700 and to print and return the Sunshine Ordinance declaration if they have completed the training. Director Chisaki announced she will be retiring on June 30. She made a recommendation for a current staff member to be the interim director. The selection will depend on the City Manager. If there is an outside recruitment, one Library Board Member will be selected for the panel.

NON-AGENDA PUBLIC COMMENT

None.

ADJOURNMENT

The meeting was adjourned at 7:25 p.m.

Respectfully submitted,

Jane Chisaki, Library Director and
Secretary to the Alameda Free Library Board