



**DRAFT MINUTES OF THE
ALAMEDA FREE LIBRARY BOARD MEETING
WEDNESDAY, JULY 8, 2015**

The regular meeting of the Alameda Free Library Board was called to order at 6:02 p.m.

ROLL CALL

Present: Catherine Atkin, President
Nancy Lewis, Board Member
Suzanne Whyte, Vice President

Absent: None

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

ORAL COMMUNICATIONS, 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 May and June 2015.
- *B. Draft Minutes of the Regular Library Board Meeting of May 13, 2015.
- *C. Library Services Report for the Months of April and May 2015.
- *D. Financial Report Reflecting FY14 Expenditures by Fund for May and June 2015.
- *E. Bills for Ratification for the Month of May and June 2015.

Director Chisaki reported that the library's budget looks fine for the end of the fiscal year. The library's numbers came in under budget. As far as activity reports, the numbers are still being worked on. Adjustments were made to Wi-Fi login counts so when patrons were disconnected and re-logged in they were only counted once. Now the numbers are smaller, but more accurate. Numbers were also corrected for self-checkout. The door counter at WEB was looked at, but it has not been determined why the numbers are so low when programs have increased. The door counter at the back door of the main library

has not yet been installed, yet the numbers at Main have increased. President Atkin suggested having a volunteer manually count the number of patrons that walk into WEB and compare it to the door counter number to see if there is a discrepancy. Vice President Whyte suggested checking the sensitivity of the door counter to make sure it is accurately counting.

The Book Bike has arrived and is currently having the skin applied. The target for launch is September.

The hand dryers have been installed. Today was the first complaint received. Since installation, paper towel expenses have dropped from approximately \$400 per month to \$100 per month. The dryers are LEED certified, energy efficient, quiet and wheelchair accessible. The soap dispensers have also been changed out to a less expensive dispenser. Less expensive, LEED approved soap is also being used, which has provided a cost savings. So far, there have been no complaints.

The library's budget was approved in June and funding was received to open two additional hours at the Main Library on Wednesdays. The library also received an increase of \$60,000 for the materials budget for each of the next two years.

The LEED Project is moving forward. The last piece needed was a Preventative Maintenance Plan. The City had hired a consultant to look at all city buildings for the Capital Improvement Plan. Since they had already looked at the libraries, they had agreed to create a Preventative Maintenance Plan. Once it is received, the application will be resubmitted.

Board Member Lewis asked when the new Harper Lee book is having a release party. Director Chisaki stated that staff has arranged a party at American Oak on July 14. Director Chisaki reported that there was also a Paint and Pints event held at Alameda Island Brewery and approximately 30 people attended. The library is starting to take programs out into the community.

Director Chisaki will meet with a former Foundation member to discuss creating a Maker Space event. They are targeting kids ages 8 – 13, so the Children's staff will need to be involved, but they are currently busy with the Summer Reading program. Director Chisaki also reminded the Board to save the date for the End of Summer Reading Program event on August 19, 2015.

Board Member Lewis asked for the status on the broken patio glass. Director Chisaki explained that three quotes had been received, but only one was acceptable. The insurance adjuster for the American Red Cross asked for an additional estimate, but no other vendors could quote the same glass needed. The adjuster will look for additional vendors.

Board Member Lewis moved to approve the Consent Calendar. Vice President Whyte seconded the motion, which passed with a 3-0 vote.

UNFINISHED BUSINESS

- A. None.

NEW BUSINESS

- A. Election of New Library Board President (C. Atkin)

President Atkin and Vice President Whyte were re-elected to continue in their positions for another term with a 3-0 vote.

- B. Library Board Meeting Calendar for FY 2015-15 (J. Chisaki)

The Library Board agreed to move the November 11, 2015 meeting, which is the Veterans Day observance, to November 18, 2015.

- C. Alameda Free Library Foundation (J. Chisaki)

Director Chisaki reported that the Foundation and Friends met in June to discuss the merger of the two groups. Their PowerPoint presentation was included in the packet. They will likely keep the Friends of the Alameda Free Library as the name of the group. The new board will have from 12 – 16 members, half from the Friends and half from the foundation. They will be tasked with formalizing bylaws and a new finance policy. August 17 is the next Friends and Foundation meeting. Former California Library Association President and Current San Francisco Public Library Friends/Foundation Chairperson, Deborah Doyle, attended the merge meetings and workshops and helped work through the issues.

- D. Friends of the Alameda Free Library (J. Chisaki)

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

None

LIBRARY BOARD COMMUNICATIONS

Vice President Whyte wanted to share that she has a very good friend in a Coast Guard family that was recently transferred. She had participated in the Summer Reading program and powered through her plan in order to get all the rewards before she left. They commented what a wonderful program it was and how much they enjoyed it.

DIRECTOR'S COMMENTS

Director Chisaki asked if any of the Board went to ALA. All of Children's staff attended Newbery Caldecott awards dinner. The Super Bowl is going to be in Santa Clara next year. It will be the 50th anniversary and the Anniversary Committee is reaching out to do early literacy projects. Public libraries are involved and Director Chisaki is involved as President of PLP. There will be money available to purchase materials.

Director Chisaki reported on departures from the Library. Linda Valler got a full-time job and will be teaching. Stephen DeFrank took a full-time job. Kevin Coleman took a job in San Francisco which is three blocks from his house. Sharon LaCroix-Snider has retired. We may have found a replacement for Linda Valler's position.

ORAL COMMUNICATIONS, NON-AGENDA GENERAL

President Atkin asked that the record reflect Vice President Whyte's daughter's laughter as Oral Communication.

ADJOURNMENT

The meeting was adjourned at 7:00 p.m.

Respectfully submitted,

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