



**DRAFT MINUTES OF THE
ALAMEDA FREE LIBRARY BOARD MEETING
WEDNESDAY, NOVEMBER 10, 2021**

The regular meeting of the Alameda Free Library Board was called to order at 6:06 p.m.

ROLL CALL

Present:

Amber Bales, President
Joyce McConeghey Vice President
Dimple Kanji, Board Member
Kathleen Kearney, Board Member
Sara Strickler, Board Member

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 September and October, 2021.
- *B. Draft Minutes of the Regular Library Board Meeting of September 8, 2021.
- *C. Modified Library Services Report for the Month of August and September, 2021.
- *D. Financial Report Reflecting FY21/22 Expenditures by Fund for September and October, 2021.
- *E. Bills for Ratification for the Months of September and October, 2021.

Director Chisaki reported that there was a small fire in a vent blower under the floor of the library. Staff evacuated and waited at the designated assembly area in the City Hall parking lot until the Fire Department cleared the building. The library closed for the day and reopened the next day. The library is beginning to hold programs. Halloween was great and there were over 100 children

that attended the puppet show. There were over 300 views in the one week it was up on the library's YouTube Channel. Circulation numbers are close to pre-shutdown levels. Vice President McConeghey was disturbed by the report of people abusing library staff members. Director Chisaki explained that because they aren't raising their voices, and aren't threatening staff, they can't be asked to leave the library. Staff will get to the point they will explain they can no longer help the patron. The Library is looking into hiring a part-time Library Services Officer that will be familiar with the library's policies and can walk around the library and monitor things. The City has switched to a new Enterprise Resource Planning system, so the Check Registers and the Expenditure Status reports will look different going forward.

Vice President McConeghey moved to accept the Consent Calendar. Board Member Kearney seconded the motion, which passed with a 5-0 vote.

UNFINISHED BUSINESS

A. Status of New Library Board Members (J. Chisaki)

Board Member Strickler is excited to join the board and has watched many of the meetings on Zoom. She works as a Service Designer and is excited to learn about the library's space. Board Member Kanji is a heavy library user, and is a pharmacist in Alameda.

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

Director Chisaki shared the branch libraries have come up with great ideas and created things such as a scavenger hunt, elaborate displays, and trick or treat bags, since they aren't able to do normal programming. The Friends had a fundraiser on November 1 at Books Inc. They were able to fulfil most of the books on the wish lists of local schools. The library is encouraging physical distancing and hoping to resume in person programming in the new year. The Library Board can't meet in person until the City Council starts meeting in person. There is unspent Library Bond money, and requests were submitted to pay for the overrun of the LED lighting project at Main, the West End Library water heater project, the water bottle fill stations, refinishing all wooden tables at Main, and HVAC parts replacement. \$300,000 will go toward the future Seed and Tool Library at Jean Sweeney Park.

C. American Rescue Plan Funding – Hotspot Lending Program (J. Chisaki)

The decision to move forward with the project will be made after the December 7th Council Meeting. City Council will be asked to decide what projects to approve to use the funds. Hotspots will be available for a three week check out with a renewal. There are no overdue fees and if it doesn't come back, the service will be turned off. Customer service comes from the company the Library will contract with.

NEW BUSINESS

A. Friends of the Library (J. Chisaki)

The Friends will do a retreat next year for their Board Members. The next meeting is on November 22 and they are hoping to have their election. They approved the Library's \$42,000 request for program funding which covers items such as prizes, refreshments, materials and supplies, honorariums. Programs will continue on Zoom, which has allowed for more people to attend from all over the world.

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

None.

LIBRARY BOARD COMMUNICATIONS

Board Member Kearney asked when the volunteer program at the Library will resume. Director Chisaki responded that the new Volunteer Coordinator has just been hired and he will be the lead to recruit volunteers, so it should start after the new year.

DIRECTOR'S COMMENTS

Director Chisaki will be sending a small gift in the mail for the Board Members.

ORAL COMMUNICATIONS, NON-AGENDA GENERAL

None.

ADJOURNMENT

The meeting was adjourned at 7:12 p.m.

Respectfully submitted,

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