



**DRAFT MINUTES OF THE
ALAMEDA FREE LIBRARY BOARD MEETING
WEDNESDAY, JANUARY 14, 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
Michael Hartigan, Board Member
Nancy Lewis, Board Member
Gail Wetzork, Board Member

Absent: Suzanne Whyte, Vice President

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

ORAL COMMUNICATIONS, AGENDA (Public Comment)

Director Chisaki introduced new Supervising Librarian of Technology and Technical Services, Marlon Romero, to the Board. Marlon was formerly the Library's part time Library Specialist. He is excited to be back at the Library and is looking forward to working with the Board.

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 November and December 2014.
- *B. Draft Minutes of the Regular Library Board Meeting of November 12, 2014.
- *C. Library Services Report for the Months of October 2014 and November 2014.
- *D. Financial Report Reflecting FY14 Expenditures by Fund for November and December 2014.
- *E. Bills for Ratification for the Month of November and December 2014.

Director Chisaki mentioned the Board letter didn't include an update on the project to renovate the shelving area at the entrance of the library because the Foundation has not asked for suggestions for a new fundraising project. If the Foundation asks for fundraising campaign ideas, she will suggest this project.

Interviews for the Volunteer Coordinator Library Tech position were held today. The selection will be made and the employee is expected to start in early February.

The Art Committee is having an event tonight. There is no assigned staff liaison to the committee. However, Circulation Coordinator, Kevin Tam and Admin Tech, Lori Amaya are assisting when necessary. The committee will be responsible for their own exhibits. There may be fewer programs and the exhibits may be displayed for longer periods of time. We now have signed volunteer applications on file for each committee member. The committee has asked if the Library can add to the webpage, a place for artists to submit images and a blurb of their work if they are interested in exhibiting at the library. Staff is working on a form to put on the webpage so interested artists can submit directly to the Library.

California Reads grant project has wrapped up. The teen essay contest has garnered considerable attention and positive input from the community. Director Chisaki suggested reading the essay, as it is a great piece of writing.

Children's Winter Reading program launched with minimal advertising and no prizes, and was a success. The goal was to get children get in the habit of visiting the library. There were approximately 200 kids signed up and approximately 100 attended the party. Staff is on board to do it again next year.

Director Chisaki reported that the Library is in the last two weeks of the performance period for the LEED Existing Building recertification. New recycling, organic, and garbage bins are in the café. The café volunteers are thrilled to have them. EBMUD is working with the Public Works department on water reduction. Director Chisaki expects the Library to qualify for a gold certification. The Alameda County Certified Green Business is expected to be completed tomorrow.

While reading meters for the LEED project, it was discovered that the cover of a meter had blown off. No panels on the roof are damaged and all equipment not on the solar system are running fine. There was a trouble light on the inverter. There was a burn discovered on a breaker, which will be replaced. The broken meter is not impacting the LEED project because averages can be calculated based on meter readings prior to the explosion.

Director Chisaki reported that the ILS procurement is on hold until Technology and Technical Services Supervisor, Marlon Romero, is up to speed. When he is ready, he will decide if the best route is to start from square one.

Director Chisaki thanked Board members Hartigan and Wetzork for attending the City Council meeting where the Library Foundation presented the \$50,000 check for the 2,015 by 2015 campaign to Mayor Gilmore.

The merge between the Library Foundation and the Friends of the Alameda Free Library is moving forward. They are having joint meetings so each group can see how each group runs their meetings. The first joint meeting is expected later this month.

Alameda Reads is doing a great job. There was a \$2,000 donation that went to Alameda Reads. The governor announced preliminary budget and will be cutting \$4 million from the Library. There will be a letter writing campaign to come.

Linda Crowe, Executive Director of Pacific Library Partnership and Califa, is retiring. Susan Hildreth, Director of United States Institute of Museum and Library Services, will be her replacement. She will help navigate lack of funding.

Director Chisaki reported that circulation trends are not surprising. Circulation numbers overall are going down, including children's. Board member Hartigan noted he does not see a trend of children's circulation dropping like overall adult circulation. He said we should continue to keep children's circulation where it's at and that is where energy should be focused.

Board member Wetzork is not surprised that circulation numbers are down. He believes people are no longer reading. Director Chisaki agrees, but doesn't know how to encourage more than the Library already does. The Library offers reading programs and incentives. President Atkin suggested focusing on children's programs and create readers.

Director Chisaki reported the Library in on target for mid-year budget. New budget process will begin in February. Lori Amaya and Kevin Tam will be on the budget team. The budget is expected to be brought to the City Council in early June.

There were no changes to the draft minutes of November 12, 2014 Library Board meeting.

Board member Wetzork moved to approve the Consent Calendar. Board member Lewis seconded the motion, which passed with a 4-0 vote.

UNFINISHED BUSINESS

A. Library Art Donation Policy (J. Chisaki)

Director Chisaki reported that the requested revisions had been made and asked if the revised policy was now acceptable. President Atkin asked Director Chisaki to remind the board of the requested revisions. Board member Hartigan had a comment regarding the language of transferring ownership to any other person or agency. He asked if there can be clarifying language for that section. He suggested changing language to say the Library can transfer ownership as it deems appropriate. President Atkin asked why the City of Alameda is included. Director Chisaki explained that there is often confusion as to whether the

Library is a city or county library. Board member Hartigan suggested changing the language at the beginning of the policy to state that the library is a department of the City of Alameda. Board member Hartigan moved to accept the policy with the proposed changes. Board member Wetzork requested a non-redlined copy be brought back to the next meeting. Board member Hartigan withdrew his motion to accept the policy with the proposed changes.

NEW BUSINESS

A. Alameda Free Library Foundation (J. Chisaki)

Director Chisaki reported that all the updates for the Foundation and Friends were discussed in the Board letter. The details of the meeting with Deborah Doyle were included in the Friends' newsletter. President Atkin asked the Friends' membership is annual. Director Chisaki said it is annual and the website has a page you can print and mail in to renew membership.

B. Friends of the Alameda Free Library (J. Chisaki)

Director Chisaki reported there is nothing else to report on the Friends.

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

The Library received patron suggestion from a gentleman complaining of children screaming and running throughout the library. His second complaint is of transients sleeping in upstairs quiet reading room and washing in the restrooms. The library responded, explaining that at certain times the library is louder than normal and he may ask staff to intervene if he feels it is necessary. Regarding his second concern, Alameda Police Department has been contacted and has increased foot patrol in the Library. He was told that if he has specific concerns while in the library, not to hesitate to ask staff who can deal with the problem directly or contact the Police non-emergency number as circumstances dictate.

Board member Whyte left at 6:55 p.m.

LIBRARY BOARD COMMUNICATIONS

None.

DIRECTOR'S COMMENTS

None.

ORAL COMMUNICATIONS, NON-AGENDA GENERAL

Li Volin informed the board of a video she saw on Facebook, called, “Get Lit.” It is a program for kids having to do with poetry and literature. She said it can be found on YouTube if they are interested in looking it up. Director Chisaki suggested since it has to do with children, Li should talk with the Children’s Librarian about it. Director Chisaki mentioned the teens are scheduling various programs, such as open mic nights, and film nights having to do with poetry.

ADJOURNMENT

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

Respectfully submitted,

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