



**DRAFT MINUTES OF THE  
ALAMEDA FREE LIBRARY BOARD MEETING  
WEDNESDAY, MARCH 11, 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  
Suzanne Whyte, Vice President

Absent: Gail Wetzork, Board Member

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 January and February 2015.
- \*B. Draft Minutes of the Regular Library Board Meeting of January 14, 2015.
- \*C. Library Services Report for the Months of December 2014 and January 2015.
- \*D. Financial Report Reflecting FY14 Expenditures by Fund for January and February 2015.
- \*E. Bills for Ratification for the Month of January and February 2015.

Director Chisaki reported that new Supervising Librarian of Technology and Technical Services, Marlon Romero, is exploring new ways to cut costs and increase efficiency. For example, he has recently cancelled the Library's \$10 monthly subscription to Stamps.com and will purchase stamps quarterly. He has also found a door counter for the back patio costing less than one quarter of the price of the other door counters that were originally considered. It has been determined that it is best for Marlon to start the ILS procurement process from square one. Marlon is currently working with the State Library on the high-speed broadband project connecting all of our libraries up to CENIC. We are currently in the contract process and expect to be on board by July. This will bring our internet connection costs down from \$800 per month to \$150 per month. One-time start-up costs are significant, but the Library has submitted a grant for 75% of the costs. Director Chisaki said Marlon is doing a great job and staff is happy to have him back.

The Stafford Room is having trouble with the microphone, but Director Chisaki decided to have the whole system checked out. It was discovered that the controller and amplifier have need repair. ICS, the company that originally installed the equipment, will repair the system once the parts come in. Groups with programs on the calendar have been contacted to inform them of the A/V issues.

Director Chisaki stated that while unloading their truck for their blood drive, the American Red Cross' equipment rolled into the patio window cracking both sides of the custom glass panels. They have assured Director Chisaki that they will pay for the damage. Director Chisaki asked Board Member Hartigan whether she can find the glass specifications in the project manual. Board Member Hartigan warned that while looking through the project manual to look for any changes because the glass that was installed may differ from the specification in the manual.

Director Chisaki mentioned that Staff Development Day is approaching and Dan Russell from Google is presenting for half of the day.

City Manager John Russo is leaving for City of Riverside at the end of April. City Council voted unanimously to offer the interim position to Assistant City Manager Liz Warmerdam. It is unknown who will be assigned to fill the two Assistant City Manager positions.

Director Chisaki reported that the Library and Finance Departments have been working together on finalizing the budget. There will be three special budget workshops. The Library's portion of the budget will be presented on April 16. President Atkin asked if the Library was asked to provide a budget with a required amount of savings. Director Chisaki explained that the request was to hold the line.

The City of Alameda has a new Finance Director, Elena Adair. She has previously worked for Vallejo and Stockton, as well as an auditing firm used by the City of Alameda.

2014 Form 700's and Sunshine Ordinance declarations have gone out with the Library Board Packet. Form 700's are required to be completed for board members with terms ending in June 2015.

The Day in the District visit with Rob Bonta's office went well. There will be a visit to Senator Hancock's office is coming up. The State has cut funding for literacy.

The Foundation is working on their donor appreciation event. The Board should look for invitations. The State Librarian is unable to attend.

President Atkin asked if Director Chisaki wishes anyone to attend to the City Council budget meetings as support. Director Chisaki explained she would have a better idea after her presentation and she will let the Board know.

Vice President Whyte asked for a correction of the Draft Minutes of January 14, 2015 Library Board Meeting, which incorrectly stated she left the meeting at 6:55 p.m. The Minutes were corrected to reflect that Board Member Lewis left the meeting at 6:55 p.m.

Director Chisaki pointed out that some of the statistics in the Library Services Report are irregular and she will investigate what is being looked to pull the numbers. She hopes the numbers will even out next month.

Vice President Whyte 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 made the requested revisions to the Library Art Donation Policy. Board Member Lewis moved to make the Art Donation Policy an official policy. Vice President Whyte seconded the motion, which passed with a 4-0 vote. Director Chisaki shared with the Board that the Exploratorium offered an exhibit for donation named, "Plankton Poetry." It measures 4' wide x 6' tall x 12" deep. The Exploratorium will arrange delivery. The piece uses minimal power and the artist will come out to change light bulbs when burned out. Teen Librarian, Matt Conciatori, envisions the exhibit residing outside the Teen Study Room. The Board expressed concern that the exhibit may be too loud and distracting. Director Chisaki will contact the Exploratorium to inquire whether the piece generates sounds and ask all other questions that need to be asked before determining if the piece is appropriate for the Library. Board Member Hartigan stated he prefers to wait until the next Board meeting in May before making a decision on this item. President Atkin suggested the Library send someone to view the exhibit at the Exploratorium and gather all information prior to acceptance of the item, in order to ensure it will not be a distraction for Library patrons. Director Chisaki assured the Board that unless the exhibit meets all criteria, it will not be considered for donation. Board Member Hartigan expressed the importance of Board Member Wetzork having input on this item. Director Chisaki reminded Board Member Hartigan

that if the item is not voted on at the May meeting, both he and Board Member Wetzork will not be able to vote as their terms are expiring.

## NEW BUSINESS

### A. Alameda Free Library Foundation (J. Chisaki)

Director Chisaki reported that the Foundation and Friends joint meeting was in January, which went well. The Merger group met in February and discussed finances. They are able to keep different programs the way they are and while under one name. They were pleased with the outcome of the discussion. There will be a joint membership group meeting this month. The Merger group will also be meeting this month and will discuss governance. Both groups are moving in the same direction. The Foundation is working on the donor appreciation event. The supervisors are invited to the event as book selectors.

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

The Friends are working toward their book sale set for the first week in May. Site A of the City's development of Alameda Point is moving forward and the Friends' offsite book storage is in that path. The City has not yet found a suitable location to move the books to. A member of the Friends has offered basement space in her home for the book storage. The Friends have published in their newsletter that the Board is looking for new members. The first City Council meeting in June should be when nominations take place for new board members. Appointments of the new members should be held at the second City Council meeting in June, with a July start date.

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

A patron suggested the Library have a walking microphone for speakers to walk around with while presenting in the Stafford Room. The patron also requested the podium be turned around so the speaker can look at the screen while talking rather than facing the audience. The Library responded that there are walking microphone and a lapel microphone available to presenters. The library also has six assisted listening devices if needed. The podium can be turned as suggested as long as the connections are not stretched too much.

A patron suggested various titles. The Library responded that the suggestions were forwarded to the book selector. Since the titles are older they may be difficult to purchase, but the Library will be happy to borrow them from other libraries.

A patron complained about the noise level in the Library. The library responded that it is a community space and is noisy at certain times of the day. If the patron feels other patrons are too loud, to ask as staff member to intervene.

DRAFT

Minutes of the

Alameda Free Library Board

March 11, 2015 Meeting

A patron complained about young children screaming and running in the library, and the transients sleeping in the building and utilizing restrooms for personal hygiene purposes. The Library responded that it is a community space and we will do our best to handle the problem as quickly and quietly as we can. In response to the second concern the Library has been in contact with the Alameda Police Department. They have increased the amount of foot patrol in the building. You can contact a staff member or the Police Department's non-emergency line if you have specific concerns.

A patron complained about the condition of the flags on the flagpole. The Library responded that replacements have been ordered and will replace them as soon as they are received. Director Chisaki noted that the Library normally changes the flags twice a year. Board Member Hartigan asked if there is a flag raising ceremony when we replace them. He offered his son's Boy Scouts troop to do a flag raising ceremony and dispose of the old flags. Director Chisaki will contact him when the flags are received.

Board member Lewis asked if the Library is still having the severity of problems with the bathrooms as in the past year. Director Chisaki replied that they are not as severe. Security cameras are being installed and the current cameras are being repaired. The new cameras will include cloud storage for seven days with a price of \$100 per year. Cameras will remain in the same locations and a new camera will be added in the circulation area. Cameras will not be filming patrons entering the bathrooms.

LIBRARY BOARD COMMUNICATIONS

None.

DIRECTOR'S COMMENTS

None.

ORAL COMMUNICATIONS, NON-AGENDA GENERAL

Li Volin informed the board that she likes the art the Exploratorium is offering as a donation.

ADJOURNMENT

The meeting was adjourned at 7:13 p.m.

Respectfully submitted,

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