



**DRAFT MINUTES OF THE  
ALAMEDA FREE LIBRARY BOARD MEETING  
WEDNESDAY, MAY 13, 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  
Gail Wetzork, 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 March and April 2015.
- \*B. Draft Minutes of the Regular Library Board Meeting of March 11, 2015.
- \*C. Library Services Report for the Months of February and March 2015.
- \*D. Financial Report Reflecting FY14 Expenditures by Fund for March and April 2015.
- \*E. Bills for Ratification for the Month of March and April 2015.



Director Chisaki informed the Board that the Library is in the process of obtaining new security cameras. It was believed that the monitor wasn't working, but it was in fact the cameras that weren't working. An additional camera is being added to the Circulation Desk area.

There was a complaint from a library patron at a Special City Council meeting. The patron complained of the Library's technology. Director Chisaki addressed the complaints at last night's Special City Council meeting and announced that the Library's wireless has been upgraded, so it is now faster and is cloud based. With the CENIC project, the Library's speed will be increased to 1 Gbps. The patron thanked the Library for being responsive, friendly and helpful. She also requested the use of the Computer Lab more frequently because she can't run a disc on the thin client computers in the public area. The Library is working on obtaining portable external disk drives for patrons to check out from the Reference Desk, in order to run discs.

The CENIC project is moving forward and is expected to be completed by the end of the year at all three library locations. The \$24,000 grant to pay 75% of the startup costs has been received.

Big Truck Bonanza held in the City Hall Parking Lot was a huge success. The City Manager's office recommended the Library hold the event every year.

Supervising Librarian, Cosette Ratliff, is wrapping up her Bridges of Honor grant program. Director Chisaki will attend one of the two days to watch the final presentation. Library Outdoors is the new grant she is working on. Patrons can check out a backpack with trail maps, junior ranger guides, binoculars and a first aid kit. The Library currently has one backpack, and with the grant, there will be three at each location. One for East Bay Regional parks, one for California State Parks and one for The National Park Service.

The mobile book bike is ready for shipping and will be coming by train from Philadelphia. Arrangements are being made to have the skin made to brand it as the Library's bike.

Liz Warmerdam is now the Interim City Manager. Bob Haun and Amy Woolridge are Interim Assistant City Managers, and Director Chisaki reports to Bob Haun.

The Library was asked to keep a flat budget. City Council is amenable to adding a one-time increase to the materials budget. The Library was asked to look into the cost of increasing hours. Director Chisaki's recommendation for increasing hours is to open early on Wednesday mornings.

The LEED project is inching forward and the will resubmit the application next week. What is needed is an Operations and Maintenance plan. The Library does not currently have a comprehensive plan, but instead, a reactive plan. A plan will be created and submit with the application. Consultants are confident in achieving Gold level.



Director Chisaki stated that the wireless statistics in the activity report are now more accurate with the wireless upgrade. The numbers have decreased because patrons are counted once they log in, so if they are dropped off the wireless, they are not counted again as a new user. Otherwise, other numbers have remained steady. The new door counter has been received and is waiting to be installed at the back gate of the patio.

There were no changes to the draft minutes of the March 11, 2015 Library Board Meeting.

Board Member Wetzork moved to approve the Consent Calendar. Board Member Hartigan seconded the motion, which passed with a 5-0 vote.

#### UNFINISHED BUSINESS

A. Art Donation from the Exploratorium (J. Chisaki)

Teen Librarian, Matt Conciatori, went to the Exploratorium and discovered the exhibit was already disassembled. The Exploratorium decided to send the exhibit to a different location in San Francisco. The piece is no longer on the table as a donation to the Library.

#### NEW BUSINESS

A. Resolution in Recognition of Gail Wetzork (J. Chisaki)

The resolution was read aloud by the Board.

B. Resolution in Recognition of Michael Hartigan (J. Chisaki)

The resolution was read aloud by the Board.

C. Alameda Free Library Foundation (L. Engh)

D. Friends of the Alameda Free Library (K. Matarrese)

Luzanne Engh of the Alameda Free Library Foundation and Kris Matarrese of the Friends of the Alameda Free Library updated the Board on the progress of merging both organizations. After much discussion, they are in the process of developing a recommendation to be presented Mid-June with a vote in August. Board Member Hartigan expressed appreciation on behalf of the Board for the two organizations.



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

A patron suggested carrying movies rather than full seasons of television series, and get rid of old movies. The Library responded that most television box sets and older movies are gifts. Purchases are made by demand determined by request suggestion and circulation statistics. The Library's objective is to balance a wide variety of interests and tastes while trying to maintain a declining circulation of DVDs.

A patron suggested posting Dewey numbers for specific subject areas. The Library responded that the Reference Desk has created a bookmark with that information that is requested. There is also a large poster of the Dewey Decimal System posted between the Teen Area and the Oversize Books. The librarians are also ready and willing to help.

A patron suggested new purchases for the Library collection. The Library responded that most of the titles are old and not available through our vendors. If available, the selector will purchase, but with a limited materials budget, most funds are spent keeping up with the newer releases. The selector has the list and will keep an eye out for the titles if they become available. These titles may also be available through inter-library loan.

A patron complained of a library employee ignoring them when asking for help. The Supervising Librarian thanked the patron for bringing this to her attention and said the issue would be addressed.

A patron recommended renewing Foreign Policy magazine. The Library responded that magazines are re-ordered in the fall and this title will be added to the selector's list for consideration. In the meantime, there is an option to look at Foreign Affairs magazine through the news bank database. A list of available titles has been printed out. They can be accessed by the Library's website and clicking on the Database link.

A patron suggested getting Homeland DVDs season 3, 4 & 5. The Library responded that the suggestions has been passed on to the selector of that area.

A patron suggested a tool to be added to the tool lending library. The Library responded they are in agreement on the usefulness off the tool and are looking into purchasing it.

A patron suggested more books by an author. The Library responded that it has 21 of her 23 books and would be happy to request one of the books not in the collection by inter-library loan.

LIBRARY BOARD COMMUNICATIONS

Vice President Whyte commended School Resource Services Liaison, Linda Valler, on the mobile fish exhibit held in the Library's parking lot. Director Chisaki added that East Bay Regional Park brought a



giant fish tank with fresh water fish. There were 600 students throughout the day. Vice President Whyte said it was a good program and the students learned about conservation and thoroughly enjoyed it.

DIRECTOR'S COMMENTS

Director Chisaki announced that Supervising Librarian, Cosette Ratliff, has invitations for the Board Members to attend the Bridges of Honor premiere.

ORAL COMMUNICATIONS, NON-AGENDA GENERAL

None.

ADJOURNMENT

The meeting was adjourned at 6:55 p.m.

Respectfully submitted,

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