



**DRAFT MINUTES OF THE
ALAMEDA FREE LIBRARY BOARD MEETING
WEDNESDAY, MAY 11, 2016**

The regular meeting of the Alameda Free Library Board was called to order at 6:04 p.m.

ROLL CALL

Present: Kathleen Kearney, Board Member
Nancy Lewis, Board Member
Suzanne Whyte, Vice President
Gertrude Woods, Board Member

Absent: Catherine Atkin, President

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 2016.
- *B. Draft Minutes of the Regular Library Board Meeting of March 9, 2016.
- *C. Library Services Report for the Months of February and March 2016.
- *D. Financial Report Reflecting FY15/16 Expenditures by Fund for March and April 2016.
- *E. Bills for Ratification for the Month of March and April 2016.

Director Chisaki informed the Board that the Board Member Kearney attended the City Council meeting to accept the Earth Day Proclamation on behalf of the library. It provided an opportunity for the cable viewers to hear about the many programs the library offers.

The Bay Farm School's "Journey Through Time" exhibit is now on display on the second floor of the Main Library.

Director Chisaki asked the Board if they would like her to continue to list all programs in the Board Letter, since they are listed on the events calendar. The Board asked Director Chisaki to continue listing the special events and out of the ordinary programs.

Services Reports show lower numbers because of February being a short month and March having a closure day at all three locations for Staff Development Day.

Board Member Woods moved to approve the Consent Calendar. Board Member Whyte seconded the motion, which passed with a 4-0 vote.

UNFINISHED BUSINESS

A. Status of Ethics Training

Vice President Whyte reported that she has completed the training and will bring the certificate on Friday, May 13. Director Chisaki noted that President Atkin has not yet submitted her certificate of completion.

NEW BUSINESS

A. Welcome and Introduction of new Liaison: Susan Deutsch, Commissioner on the Commission for Disability Issues (J. Chisaki, S. Deutsch)

Commission on Disability Issues (CDI) Commissioner, Susan Deutsch introduced herself to the Board. Director Chisaki described all the program and services that the library and Alameda Reads have in place to assist those that require assistance or accommodations. The CDI wanted to have a liaison on various City of Alameda boards and Commissioner Deutsch is here to see if she can offer help in any way and if the Library Board has any agenda items related to accessibility issues, she will be sure to attend the meeting. A report to/from the CDI will not be a regular agenda item.

B. Discussion of the recommended Integrated Library System for purchase (M. Romero)

Supervising Librarian, Marlon Romero, explained to the Board that the current ILS system has reached end of life and proposals were evaluated for a new system. From five proposals, the top two candidates were invited to demonstrate their product. At the conclusion, Innovative Interfaces, Inc. was selected. Vice President Whyte called for a vote to approve the Resolution of Support for purchase of the ILS. Board Member Lewis moved to approve the Resolution of Support for purchase of ILS, and Board Member Kearney seconded the motion, which passed with a 4-0 vote.

C. Friends of the Alameda Free Library / Alameda Free Library Foundation (J. Chisaki)

The new Executive Board is in the process of scheduling a regular meeting date. The Friends' book sale grossed a little over \$17,000. St. Vincent de Paul comes to pick up books and they distribute them to their various sales sites throughout the United States. The developer of Site A wants to demolish buildings at the same time, which includes the building the Friends use to store books for book sale. The developer will work with the Library to find a building to use. The Foundation and Friends are moving forward with Birthday Celebration. A date is being scheduled to have a photo taken of 10-year-olds in front of the 10-year-old building. Director Chisaki suggested the library should start archiving Library Board pictures. There is a \$10,000 fundraiser that will be used to purchase flat screens for all three libraries to run information about library programs and community meetings. Live @ the Library will be held in September, October, and December. There will be a concert at Rhythmyx Cultural Works in November which is separate from the Live @ the Library series.

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

A patron suggested adding months to the newspaper shelves where it says 1-5 and 16-31 to show the months the newspaper covers for the shelves of both current and past issues. The library responded that the current month of newspapers are separate from the past months. Past issues are sorted alphabetically by title. Adding a monthly label would not add enough benefit.

A patron commented that posting notices that food and drinks are not allowed in the library are not effective and the patrons that use the elevator may not see the signs. The library responded by thanking the patron for their comment and said they would do their best to catch people coming in the library with food or drinks and asked that they inform library staff if they see someone with food or drinks.

A patron commented that there are no paper towels in the restrooms. The library's response was that in mid-2015 electric hand dryers were installed in all public restrooms, therefore paper towels are no longer being supplied.

A patron commented that regular updated editions of endangered species for children and adults is needed. The library responded that the library agrees that it is important for people to have updated information on endangered species and we have that information in the reference sections of both Children's and Adults. If you are having trouble finding information on a specific species, please ask for assistance.

LIBRARY BOARD COMMUNICATIONS

None.

DIRECTOR'S COMMENTS

Director Chisaki informed the Board that the Jean Sweeney Open Space Park will include a seed and tool lending library. It will be housed in a converted shipping container and may also offer specialized tools needed for Victorian home renovations. This will most likely be in phase 2 or 3 of the plan.

ORAL COMMUNICATIONS, NON-AGENDA GENERAL

On May 3, KQED's newsletter had a picture of an ice cream cart converted into a book cart and it seems to be having great success. Director Chisaki commented that the library has discovered that when its book bike is loaded up with books, it is hard to pedal even. It was also discovered that at fairs, people don't want to have to carry their books around. The best use of the book bike at fairs is for displaying materials and information about upcoming programs, and issuing library cards.

ADJOURNMENT

The meeting was adjourned at 7:04 p.m.

Respectfully submitted,

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