



**MINUTES OF THE  
ALAMEDA FREE LIBRARY BOARD MEETING  
WEDNESDAY, MAY 9, 2018**

The regular meeting of the Alameda Free Library Board was called to order at 6:10 p.m.

**ROLL CALL**

Present: Kathleen Kearney, President  
Amber Bales, Board Member  
Cynthia Silva, Vice President  
Dorothy Wismar, Board Member

Absent: Travis Wilson, 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 March and April, 2018.
- \*B. Draft Minutes of the Regular Library Board Meeting of March 14, 2018.
- \*C. Library Services Report for the Months of February and March, 2018.
- \*D. Financial Report Reflecting FY17/18 Expenditures by Fund for March and April, 2018.
- \*E. Bills for Ratification for the Months of March and April, 2018.

Director Chisaki highlighted items from her letter to the Board. Plans for disaster planning were included in the Board letter and Director Chisaki welcomed comments from the Board. Alameda Reads is doing great work and invited the Board to stop by if they ever get a chance. Door count and circulation numbers are slowly increasing, otherwise all other statistics are status quo. Library is looking to hire part-time librarians because there is a need for weekend coverage at the branch libraries. The job posting will remain open and applicants will be interviewed on an ongoing basis.

Board Member Wismar requested a minor change to the Draft Minutes of the March 14, 2018 under Library Board Communications. She would like the Minutes to reflect that the principal at Encinal High School said he would welcome help.

Board Member Bales moved to accept the Consent Calendar. Vice President Silva seconded the motion, which passed with a 4-0.

### UNFINISHED BUSINESS

A. None.

### NEW BUSINESS

A. Draft Library Policies for Review. (J. Chisaki)

a. Service Animals

Director Chisaki explained that this is a new policy for the Library and asked the Board for any questions or comments. Board Member Wismar moved to adopt the Service Animal Policy. Vice President Silva seconded the motion, which passed with a 4-0 vote.

b. Internet Use

Director Chisaki informed the Board this is an update to the 1998 policy.

i. Public Access Internet Computer Rules

Director Chisaki explained that this goes along with the Internet Use policy and is the internal document that directs staff how to administer the policy when patrons want to use the public computers. After discussion, Director Chisaki asked the board for any questions or comments. Board Member Bales moved to adopt the Internet Use Policy. Board Member Wismar seconded the motion, which passed with a 4-0 vote.

B. Draft Emergency Plans. (J. Chisaki)

a. Earthquake

b. Power Outage

c. Fire

d. Employee Manual

Director Chisaki informed the board that she drafted all the emergency plans. Capt. Sharon Oliver and the Interim City Manager Liz Warmerdam both feel the library is ahead of the other departments in regards to Emergency Plans. Once adopted by the Board, The library will be the example for other city departments.

C. Friends of the Library. (J. Chisaki)

The Book Sale went well. Attendance was down and may be because of other events happening in the area. Live @ the Library concert dates are listed in the Board letter. Friends are planning a volunteer appreciation event in July. Board is welcome to attend.

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

Director Chisaki shared the patron's complaint of the front porch being dirty. The response was that the custodian now cleans on a weekly basis and power washes as needed.

A disabled patron complained of a van that is always parked in the handicapped space. The response was that the owner of the van has a Disabled Person Parking placard and is allowed to park there if he chooses. Anyone with a placard can park in any available space for any length of time.

LIBRARY BOARD COMMUNICATIONS

Vice President Silva shared that she worked at the Friends Book Sale and also attended the Friends Art Docent program.

DIRECTOR'S COMMENTS

A new law in place mandating single-use restrooms be gender neutral. Multi-stall restrooms are exempt. Branches will get new signs installed.

ORAL COMMUNICATIONS, NON-AGENDA GENERAL

None.

ADJOURNMENT

The meeting was adjourned at 7:47 p.m.

Respectfully submitted,

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