



**DRAFT MINUTES OF THE  
ALAMEDA FREE LIBRARY BOARD MEETING  
WEDNESDAY, NOVEMBER 14, 2018**

The regular meeting of the Alameda Free Library Board was called to order at 6:02 p.m.

**ROLL CALL**

Present: Cynthia Silva, President  
Dorothy Wismar, Vice President  
Amber Bales, Board Member  
Kathleen Kearney, 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 July August, September and October, 2018.
- \*B. Draft Minutes of the Regular Library Board Meeting of July 11, 2018.
- \*C. Library Services Report for the Months of June, July, August and September, 2018.
- \*D. Financial Report Reflecting FY17/18 Expenditures by Fund for July, August, September and October, 2018.
- \*E. Bills for Ratification for the Months of July, August, September and October, 2018.

Director Chisaki explained to the board that the Alameda Reads statistics look different because they are changing the way they report which will give a better snapshot of what they are doing. Data base use is expected to trend up due to the Connect Code project. New borrower counts in August went up because all Connect Codes are counted as new borrowers. The director wants to ask for two new staff positions as the new two-year budget process is expected to begin in February. President Silva asked if a new board member has been nominated. Director Chisaki responded that the mayor nominated Joyce McConeghey

and she should be sworn in at the November 27, 2018 City Council meeting. Her first meeting should be January 9, 2019.

There were no changes to the Draft Minutes of the July 11, 2018. Library Board meeting. Board Member Kearney moved to accept the Consent Calendar. Board Member Bales seconded the motion, which passed with a 4-0.

### UNFINISHED BUSINESS

A. None.

### NEW BUSINESS

A. Discussion. Moving forward in 2019. (J. Chisaki)

Director Chisaki stated we will start the year with a new board member. As previously mentioned, Ms. McConeghey worked for the Park Street Business Association and is excited to work with the community. Her relationship with the business community may help during the Strategic Planning process.

At the All Staff meeting in October, Luis Herrera, retired City Librarian of the San Francisco Library, came and spoke to staff about libraries and their role in the community, and how to stay relevant. After his presentation, staff broke in to small groups and brainstormed on what things they are proud of and what they would like to do if money was no object. They came up with interesting ideas and there are a few things we may be able to implement. This will get us ready for the Strategic Plan. We need representation from the library board, library staff, school district, other city departments, the business community, different areas of Alameda, parents of children of different age groups, seniors, millennials and different ethnic groups. The library will interview the consultant that completed the previous Strategic Plan, Management Partners in San Jose, and a third consultant recommended by the Library Board, or local libraries that have completed plans in the last year. Director Chisaki would like to complete the plan by the end of the fiscal year and plans to put the completed plan on the library's new website, which will launch in January.

The State Library recently announced that they will supply naloxone (aka Narcan) to public libraries at no cost. Director Chisaki attended a session at the California Library Association Conference on this topic. The speaker represents Alameda and Contra Costa County, and will come train staff and provide kits, which includes an open subscription to replace supplies as needed. It is another tool in your first aid kit. Director Chisaki will see if other city departments, and possibly community organizations are interested in participating.

Director Chisaki is researching eliminating overdue fines, which does not include fees for lost and damaged materials or fees for lost library cards. The plan is to collect three months of data to compare the amount of revenue collected and the cost of staff time to process collecting the fines. It is estimated the cost of staff time is greater than the amount collected in fines. Other local libraries have implemented this policy and it is becoming the norm. Board Member Kearney asked what the dollar amount for a patron's

account to be blocked and Director Chisaki answered \$10. With elimination of fines, patrons that were blocked will be able to use their cards again, increasing circulation numbers.

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

The Friends held their appreciation event, which included the library volunteers this year. They will do another event again next year. The Fall Book sale was held at the O'Club in October. The Wi-Fi was not working so, they were not able to use credit cards at the sale. IT has confirmed that it is currently working now and should be available for the next sale. There was \$17,000 in gross sales, which is normal. Director Chisaki asked the board to look out for storage space for the book sale. The current space is frequently broken into and items are often stolen.

The Friends are working on a Strategic Plan and will do visioning on their meeting on November 26. The library is withdrawing the request from the Friends for funding of digital subscription services for Hoopla and Kanopy. The library will pay for those services and add Mango Languages.

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

A patron disagrees with the \$5 processing charge for lost items. The fees make using the library restrictive. Library staff spoke with the patron and she understands why the library is charging the fee, but does not agree with it, and wants to voice her disagreement with the policy.

A patron complained that the owner of the black van that parks in the library parking lot harassed her when she tried to park next to him by the curb. He said she couldn't park there and will hit her car with the door if he opens the door. She said he had plenty of room and he said it was a handicapped space. He said he'd call the police because he's harassing him. The library responded that the gentleman has a disabled placard and can park anywhere he chooses. He parks in one of the disabled spaces and has been asked to move to one of the other spaces in the lot, but he has a cat in the van with him and he feels the large tree provides shade for his van and his cat. If you are speaking about the space between the van and the curb, he is correct. It is not a parking space. The space between the disabled space and the curb are cross hatched to allow for doors to open or ramps to be lowered and wheelchairs to have access. He has a valid placard and can park in that space legally.

LIBRARY BOARD COMMUNICATIONS

President Silva shared that she attended a Pacific Library Partnership event with Supervising Librarian, Marlon Romero. She learned that San Francisco has a full-time social worker assigned to the library. She added that she attended the End of Summer Reading program and worked at the Live @ the Library concert, and at the Friends of the Library Book Sale.

Board Member Kearney shared that she went to a memorial for a friend in Walnut Creek and she had been active in her library program equivalent to Alameda Reads. At the reception, the emcee read a letter how she changed her life by learning the language, receiving training, and getting a job. It made you realize that what you do as a volunteer makes a difference in people's lives.

Board Member Bales shared that she was impressed at Karen Butter's acceptance speech at the Friends appreciation. She mentioned they are looking forward to a library at Alameda Point, which will keep it on people's minds.

President Silva asked if there is anything planned for the Jean Sweeney Park grand opening on December 15, 2018. Director Chisaki informed the board that the seed library is in phase two, but there's no funding for phase two, so she predicts it is three to four years out.

President Silva mentioned Alameda Police Department has a warehouse at Alameda Point that they use for evidence and there may be space in it available for the Friends to use to store materials. Director Chisaki will speak with Chief Roller about use of the space.

#### DIRECTOR'S COMMENTS

Carol Roth is retiring and her last work day is December 6, 2018. There will be a cake and coffee reception at 3:00pm and the Library Board is invited to attend. The Mayor will present her with a proclamation. Circulation Coordinator, Kevin Tam is planning to put together a photo book as a gift.

#### ORAL COMMUNICATIONS, NON-AGENDA GENERAL

None.

#### ADJOURNMENT

The meeting was adjourned at 7:37 p.m.

Respectfully submitted,

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