



**DRAFT MINUTES OF THE
ALAMEDA FREE LIBRARY BOARD MEETING
WEDNESDAY, MARCH 13, 2019**

The regular meeting of the Alameda Free Library Board was called to order at 6:00 p.m.

ROLL CALL

Present: Cynthia Silva, President
Dorothy Wismar, Vice President
Amber Bales, Board Member
Kathleen Kearney, Board Member
Joyce McConeghey 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 January and February, 2019.
- *B. Draft Minutes of the Regular Library Board Meeting of November 14, 2018 and January 9, 2019.
- *C. Library Services Report for the Months of December, 2018 and January, 2019.
- *D. Financial Report Reflecting FY17/18 Expenditures by Fund for January and February, 2019.
- *E. Bills for Ratification for the Months of January and February, 2019.

Director Chisaki shared that the unsheltered are becoming an issue. One in particular has been issued a trespass warning because he screams obscenities and scares patrons and staff. A knife was found hidden in the collection and staff are starting to feel unsafe. Comfort and safety of the community and staff are a priority, so the library is looking into hiring a part-time security person to patrol inside and outside the building. The library is having issues in the parking lot with businesses parking in the lot. Signs will be

installed instead of parking meters. Staff Development Day will be on April 1, 2019. Alameda Point Collaborative will come in to speak on de-escalation and the unsheltered. The Strategic Plan will be on hold briefly and Director Chisaki will hold until after conference calls with President Silva and the potential consultants are held. Cosette is retiring in May and the opening for her position will open tomorrow for three weeks. The I.T. manager unexpectedly retired, and an analyst will be moving up into the manager position. David Boxton will make a lateral move from the library to City Hall's analyst position. The library will hire a replacement for David. Carol Roth's replacement starts on Monday. We are asking for three brand new full time positions in the budget. The new streaming services are going well and classes have been full. The Bay Farm branch will start a new film series to go along with their book club. Adult Literacy is busy. Their funding looks stable, so they are able to plan ahead.

Board Member Kearney moved to accept the Draft Minutes of the November 14, 2018 and January 9, 2019, Regular Library Board Meeting. Board Member Wismar seconded the motion. Board Member McConeghey abstained. The motion passed with a 4-0-1 vote.

Vice President Wismar moved to accept the Consent Calendar. Board Member Kearney seconded the motion, which passed with a 5-0 vote.

UNFINISHED BUSINESS

A. Strategic Plan Status Update. (J. Chisaki)

Some consultants have not responded to Director Chiaki, so the City Attorney advised that as long as there is record of dates and time she attempted to speak to them, it would be fine to move forward with the selection of the a consultant. Director Chisaki will work with President Silva on the selection.

NEW BUSINESS

A. Elimination of Library Overdue Fines. (J. Chisaki)

Director Chisaki would like all patron accounts to start with a clean slate. Fines going back for seven years will be waived. Lost fees will not be waived. \$25 is the threshold for patron accounts to go to collections. Receptacles will be placed at strategic location for patrons to return overdue books. There will be two automatic renewals. Staff will make phone calls to patrons asking for the books to be returned if the books are being held by others. This will be implemented after the start of the new fiscal year. There will be press releases, social media posts, handouts, etc. to advertise. Vice President Wismar suggested we clarify language so there is no confusion between fines and fees.

Vice President Wismar moved to move forward with the elimination of overdue fines. Board Member McConeghey seconded the motion, which passed with a 5-0 vote.

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

The next Friends meeting is on May 20, 2019. They are busy with their upcoming book sale on May 3 – 5, 2019. The Public Works Department has started cleaning out the space for the Friends to move into. They have not yet moved forward with their Strategic Plan because they are busy with programs.

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

None.

LIBRARY BOARD COMMUNICATIONS

Board Member Wismar shared that she listened to the “Room of Requirement” episode of the “This American Life” podcast. Brooklyn Public Library launched a new podcast this week. The first episode is “Books are not dead” and she will start listening to that series.

Board Member Kearney shared that when the patron that yells was shouting in the library, someone went to her and she suggested they write a letter of her concerns to Director Chisaki, and she called 911.

Board Member McConeghey shared that she went to the MLK celebration and enjoyed it. She appreciated Director Chisaki informing her about it. Board Member Kearney and President Silva also attended and they found it interesting.

Board Member McConeghey attended the EOC Open House and signed up for CERT training.

DIRECTOR'S COMMENTS

Director Chisaki asked the Board if they received invites to the Meet Your Public Officials event. Board Member Bales had not yet received hers. The City has a new City Attorney and he starts on May 13, 2019. The City Manager is starting on April 12, 2019.

ORAL COMMUNICATIONS, NON-AGENDA GENERAL

None.

ADJOURNMENT

The meeting was adjourned at 7:25 p.m.

Respectfully submitted,

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