



**DRAFT MINUTES OF THE
ALAMEDA FREE LIBRARY BOARD MEETING
WEDNESDAY, MAY 8, 2019**

The regular meeting of the Alameda Free Library Board was called to order at 6:01 p.m.

ROLL CALL

Present: Cynthia Silva, President
Dorothy Wismar, Vice President
Amber Bales, Board Member
Joyce McConeghey Board Member

Absent: Kathleen Kearney, 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, 2019.
- *B. Draft Minutes of the Regular Library Board Meeting of March 13, 2019.
- *C. Library Services Report for the Month of February and March, 2019.
- *D. Financial Report Reflecting FY18/19 Expenditures by Fund for March and April, 2019.
- *E. Bills for Ratification for the Months of March and April, 2019.

Director Chisaki shared with the board that Supervising Librarian, Cosette Ratliff, has retired and is moving to England. Her going away party was last week and her gift was an annual pass to the national parks in England. Senior Librarian, Hallie Fields, has stepped up as the lead in Adult Services. The interviews for Cosette's replacement will be in early June and the selection is expected to be made before June 19, 2019.

Staff Development Day went well. The number of issues with the regular unsheltered have dropped which may be due to the Police telling the person that was most disruptive that he's not allowed in the

library anymore. Vice President Wismar asked if there was anything helpful that came out of the discussion with the Alameda Point Collaborative. Staff learned that they are not alone. Tone of voice make a huge difference in the conversations with the unsheltered. Staff really enjoyed the discussion and gave great feedback.

Alameda Reads is out of their building because of mold for approximately 2 – 3 months for repairs to be completed. They will use Cosette's vacant office until the new supervising librarian is hired. Their numbers may dip, but they have been able to reschedule most of their programs in the main library.

The current fiscal year is wrapping up. The City Manager discussed with Director Chisaki, the library's major asks for 3 new positions and \$80,000 for lighting efficiency project. The \$80,000 will be paid back in 3.5 years with the cost savings. The City Manager recommended that School Resource position be added in the first year of the two year budget, and Computer Lab position in the second year of the two year budget. He also recommended to move forward with the lighting efficiency project.

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

UNFINISHED BUSINESS

A. Strategic Plan Status Update. (C. Silva & J. Chisaki)

Director Chisaki and President Silva spoke with the consultant, Ruth Metz. The conversation went well and she answered all the questions and had a lot of information. She plans to get out in the community to find out what they would want included in the plan. She did the library's original Strategic Plan. Ruth has a long history in the Bay Area working in the library system. She was also a Library Director in Oregon. She later retired and became a consultant. The contract and proposal are being put together and will be sent to the City Attorney's office for approval. The plan is to have eight to 10 people on the team. The will meet in September, October and November for approximately 2.5 hours each. The meetings could be held at the main or at the branch libraries. If there are groups that are not being reached within team of eight to 10, there can be smaller focus group sessions with those that are missing. Director Chisaki asked the board to provide a list of 5 possible team members. Board Member McConeghey will go to the WABA and DABA mixers and talk about it.

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

Director Chisaki reported that City Hall is on board with elimination of fines and overdue fines have been removed from the Master Fee Schedule that will go to City Council. The Library is aiming for the September 17, 2019 City Council meeting. There will be one more Food for Fines drive in August, before the September launch. Staff are currently working on policies and procedures. There is \$800 to spend on marking for this project. The marketing team will be creating taglines, issuing press releases, handouts, and ordering swag to inform the community.

NEW BUSINESS

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

The Friends had their book sale last weekend and they did really well. Over \$600 was made with the teacher presale on Friday and \$20,000 was grossed over the weekend. The book sale committee is looking for a new chair as the current chair no longer wants to be in charge. She will train the new person and continue to volunteer and sort books. The Live @ the Library concerts will be in September, October, and November. There is no December concert. Library Foundation member, Eileen Bitten, passed away a few weeks ago. The Friends will do a shelf plate in her memory.

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

None.

LIBRARY BOARD COMMUNICATIONS

President Silva shared that attend the Author Series, the Friends Book Sale, and the Big Truck Bonanza. Board Member McConeghey has completed three CERT training sessions and has one more on Saturday. It's terrifying, but she highly recommends it as it is good information. Another session is starting and it is free. You must complete four sessions to get a certificate. If you miss a session, you can make it up in a later series. Trainings are held in the second floor conference room at City Hall West.

DIRECTOR'S COMMENTS

Director Chisaki informed Board Member McConeghey that she may be contacted by The City Clerk's office because her term is ending and she has been recommended for reappointment. Board Member Kearney was also recommended for reappointment. Director Chisaki will inform them if the Mayor wants to interview them.

ORAL COMMUNICATIONS, NON-AGENDA GENERAL

None.

ADJOURNMENT

The meeting was adjourned at 7:40 p.m.

Respectfully submitted,

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