



**DRAFT MINUTES OF THE
ALAMEDA FREE LIBRARY BOARD MEETING
WEDNESDAY, SEPTEMBER 11, 2019**

The regular meeting of the Alameda Free Library Board was called to order at 6:03 p.m.

ROLL CALL

Present: Cynthia Silva, President
Dorothy Wismar, Vice President
Kathleen Kearney, Board Member
Joyce McConeghey Board Member

Absent: Amber Bales, Board Member

Staff: Jane Chisaki, Library Director
Lori Amaya, Recording Secretary

ORAL COMMUNICATIONS, AGENDA (Public Comment)

Maria McCord introduced herself to the board. She is currently working on an MLS degree to become a librarian, and is here to observe.

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 and August, 2019.
- *B. Draft Minutes of the Regular Library Board Meeting of July 10, 2019, and the Special Library Board Meeting of August 7, 2019.
- *C. Library Services Report for the Month of June and July, 2019.
- *D. Financial Report Reflecting FY19/20 Expenditures by Fund for July and August, 2019.
- *E. Bills for Ratification for the Months of July and August, 2019.

Director Chisaki shared with the board that the Library's IT Systems Analyst Matt Hagedorn has started working. She is happy to have him on board and he is happy to work here. The first round interviews for the Librarian I School Resource Services Liaison are set for September 19, 2019. The part-time Library Specialist interviews are tomorrow and there are two openings for the position.

The Fine Free press release went out. KTVU had posted an article about it on their webpage. Director Chisaki showed the board the window clings and bags that are going to be given away to patrons. The board was asked to wear the Fine Free shirts, along with staff, during the kick-off week.

Board Member McConeghey asked about the amount of food collected for the food bank. Director Chisaki shared that we haven't received the total weight from the food bank, but they had to pick up three times, so there was a reasonable amount collected. For the month of August, the main library waived \$2,974.93, and the Bay Farm branch waived \$291.90, and the West End branch waived \$452.30, for a total of \$3,719.13. The patron database is being cleaned up and 79,000 accounts are being cleared. The Library will discontinue the Student Connect Code program and full service cards will be reactivated.

The Library is applying for a mini-grant asking for funding of five hotspots and five tablets to allow staff to go out to more locations at once and issue cards.

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

UNFINISHED BUSINESS

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

Board Member McConeghey reported that the first Strategic Plan Team meeting was on Saturday, September 7, 2019. The focus of the meeting was the vision for Alameda and the role of the Library in achieving the vision. Board Member Kearney brought up the lack of diversity of the team, but that it does represent the population of the city of Alameda. Director Chisaki will be sending the work from Saturday's meeting to an employee of the Community Development Department that cannot attend on Saturdays. She will be asked to review and find holes, as she is a person of color and a parent of elementary school aged children. She leads the city's homeless team, census count team, and has a deep knowledge of the needs and the hard to reach populations, so she will fill a lot of the gaps. There is a good working group, but if there are holes, the consultant can do targeted interviews. Library staff is tasked with thinking about what it is that we want to be able to do, how we are presenting ourselves to the community, and how we're remaining relevant. At the All Staff meeting on October 14, 2019, staff will go through same exercise that the board will have completed the week before, so their input will be included in the strategic plan.

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

This item was discussed during the Director's Report under the Consent Calendar.

NEW BUSINESS

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

The Live at the Library concerts are sold out. The City Manager and his wife will be at the October concert. The new Assistant City Manager enjoys jazz and if he is welcome to take the Director's extra tickets for the November concert. The Friends had such a great time making things at the Alameda Mini Maker Faire, they will be making wreaths out of book pages to sell at the fall book sale. They are coming up with new ideas to raise money. The Friends are collaborating with the Alameda Museum on a Black History Month program in February.

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

None.

LIBRARY BOARD COMMUNICATIONS

President Silva shared that she will be working at all three concerts and at the book sale on Friday night. Board Member McConeghey volunteered at the book sale, but didn't enjoy it. Director Chisaki will send her the email of the volunteer coordinator to let them know. The sale made between \$18,000 and \$20,000.

DIRECTOR'S COMMENTS

Director Chisaki informed the board that the Friends got in touch with Susan Davis with the Alameda Unified School District. She has agreed to send teachers the info on the teachers' book sale. She will ask if she can share each teachers email with the Library's School Resource Services Liaison to add them to our mailing list.

ORAL COMMUNICATIONS, NON-AGENDA GENERAL

Maria McCord shared with the board that she is grateful of the timing of the meeting that she's attended and the timing of the Strategic Plan process. She appreciates how the library is committed to filling the gaps and reaching those that are underserved. She asked if she can share the plan information with her classes. Director Chisaki reminded her that it is a draft and not the final plan, and she will email more information on the city's demographics.

ADJOURNMENT

The meeting was adjourned at 7:12 p.m.

Respectfully submitted,

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