



**DRAFT MINUTES OF THE
ALAMEDA FREE LIBRARY BOARD MEETING
WEDNESDAY, JANUARY 8, 2020**

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
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 November and December, 2019.
- *B. Draft Minutes of the Regular Library Board Meeting of November 13, 2019.
- *C. Library Services Report for the Month of October and November, 2019.
- *D. Financial Report Reflecting FY19/20 Expenditures by Fund for November and December, 2019.
- *E. Bills for Ratification for the Months of November and December, 2019.

Director Chisaki reported interviews for the librarian position will be held next week. Part time librarian positions will be filled after. Two library aides have been hired. There is a patron in particular that will be asked not to come back to the library because of his behavior. Fine free is going well and circulation has gone up. Children's received a grant to do early education and their first meeting is next week. Vice President Wismar asked to delete the extra letter in her name under the Unfinished Business section of the Draft Minutes.

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)

Director Chisaki presented the Board with the numbers from the draft Short Form of the Strategic Plan. The Board was asked if those are the numbers the Board preferred to see or were there other numbers that should be included. Vice President Wismar asked Director Chisaki to call out trends and choose which numbers are most important and should be included in the report. Director Chisaki will take this opportunity to revise the format of the report to provide a better picture of the trends. Kathleen requested to see a five-year spread to see how they match up with the strategic plan, so progress can be tracked. Director Chisaki explained that the numbers will be on the website and updated every year so it will be archived. Director Chisaki provided copies of the completed Strategic Plan to the Board and went over the content.

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

Director Chisaki reported that circulation numbers are going up and it's going well. Cash are now balanced three times per week instead of every day because less cash is taken in.

NEW BUSINESS

A. Meeting Schedule for 2020, Specifically November 11, 2020. (J. Chisaki)

Director Chisaki asked the Board when the Library Board meeting should be moved to since November 11, 2020 is a holiday. The Board decided November 18, 2020 will be the new meeting date.

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

The next friends meeting is in 2 weeks and they haven't met since November. They voted in new officers. Bill Gibbs gave his last financial report as the Friends' Treasurer. They are planning a Black History Month program on February 2, 2020 and there will be an art docent program on February 10, 2020. In March, Iron Jawed Angels will be shown for Women's Suffrage.

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

A Patron complained about the movie choices for the monthly movie night because they have become too risqué. Supervising Librarian Campagna responded informing the patron that the film series will be changing and there will be special film events to appeal to the Library's diverse community. The patron

was invited to attend Thoughtful Movie Tuesdays. They are carefully selected and tend to be more current, thought provoking, and award winning films.

A patron complained that email reminders do not specify if overdue items are from Overdrive. Supervising Librarian Romero responded that Overdrive is a third party vendor and cannot be sent to the Polaris ILS databank to include notifications for e-content. The patron was informed that they can look at their Overdrive account to see what the due date is and she will not have to worry about charges because those items return automatically.

A patron complimented Lab instructor Trina Dikitanan and said she would make an excellent addition to the full-time library staff when funds become available. Supervising Librarian Romero responded that Trina is a vital part of our staff and we are hoping she will apply when the full-time position opens.

LIBRARY BOARD COMMUNICATIONS

Board Member Kearney shared that the Oakland Museum is having a Hella Feminist Exhibit and a You Are Here exhibit about maps and how they are developed. Board Member Kearney asked if we could put together a group to attend a private tour. Director Chisaki responded that something similar had been tried before, but transportation is a risk management issue that wouldn't be approved. President Silva attended the Friends committee meeting and they are currently looking for a social media person. Director Chisaki suggested advertising the exhibits if the Museum is part of the Discover & Go program, and people can go on their own. President Silva attended the Friends Communication meeting and they are looking for someone to their special media, such as Facebook and their website.

DIRECTOR'S COMMENTS

None.

ORAL COMMUNICATIONS, NON-AGENDA GENERAL

None.

ADJOURNMENT

The meeting was adjourned at 7:22 p.m.

Respectfully submitted,

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