



**MINUTES OF THE
ALAMEDA FREE LIBRARY BOARD MEETING
WEDNESDAY, NOVEMBER 18, 2015**

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

ROLL CALL

Present: Catherine Atkin, President
Kathleen Kearney, Board Member
Nancy Lewis, Board Member
Suzanne Whyte, Vice President
Gertrude Woods, Board Member

Absent: None

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

Each Library Board member gave a brief introduction for the two new board members.

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 September and October 2015.
- *B. Draft Minutes of the Regular Library Board Meeting of July 8, 2015.
- *C. Library Services Report for the Months of June, July, August, and September 2015.
- *D. Financial Report Reflecting FY15 Expenditures by Fund for July, August, September, and October 2015.
- *E. Bills for Ratification for the Month of July, August, September, and October 2015.

Director Chisaki reported that a City Council member had received an official complaint regarding the out of service computers at the library. A short power blip had caused one of the two servers dedicated to the public computers to fail. The Library had a third party provider switch to a virtualization system, but the results were unsatisfactory. It was discovered that if some machines were shut down, it allowed the other machines to run more efficiently. Since the computer lab machines are on a different network, the library kept the computer lab open to allow patrons more access. The patron mentioned that the Berkeley Library had just installed 1 GB internet access. Director Chisaki will respond that the library is implementing a desktop solution and is moving away from the virtualization system. The card catalog was down for two hours while the library was migrating to the new 1GB fiber network. The new desktop computers should be implemented within the next few weeks. Director Chisaki noted that each location will have 1GB of speed. This will create opportunities to have programs with authors out of state.

The Shakespeare Hamlet program was well attended. There were approximately 78 attendees, compared to 10 attendees the first year of the program.

The draft Request for Proposals for the Integrated Library System was sent to the City Attorney's office. It will be presented to the City Council for release on December 15, 2015. Proposals will be due back at the end of January. Installation should be done by the end of June 2016.

Alameda Reads is doing great work with little funding. They have been able to find volunteers to assist in many areas to keep the program running.

The Library's Annual Report presentation was included in the Board packet. There will now be a presentation every September.

The Services Report shows circulation numbers have slightly increased at the branches. Director Chisaki said that booksellers are noting an increase in purchases of hard copy books. The electrical for the door counter at the back door of the Main library has been installed, but the counter itself still needs to be installed. Door count numbers are beginning to increase.

Vice President Whyte moved to approve the Consent Calendar. Board Member Lewis seconded the motion, which passed with a 5-0 vote.

UNFINISHED BUSINESS

A. None.

NEW BUSINESS

A. City Email Accounts for Board and Commission Members (J. Chisaki)

Management in the City want to move toward all Boards and Commissions having city email accounts, which would assist gathering information for Public Records Act requests. There will be some training on how it the system works and will be implemented in different stages. Director Chisaki suspects the Library will be at a later stage.

B. Circulation Trends (J. Chisaki)

Director Chisaki explained the various charts and graphs of the circulation trends report. Director Chisaki is pleased with the direction of the trends as numbers are either staying the same or increasing.

C. Alameda Free Library Foundation (J. Chisaki)

The Friends and Foundation had a joint meeting and are moving toward the merge. Both groups are looking for members to be on the Executive Board. The merge committee has been meeting with an attorney for help on the new bylaws. They have started the process to dissolve the 501(c)(3) status for the Foundation and moving the funds into the Friends accounts. The Executive Board will set the meeting calendar which determines how often they will meet. The Foundation's last concert of the season is on November 21 at the Rhythmix Cultural Works, and is sold out.

D. Friends of the Alameda Free Library (J. Chisaki)

The Friends had their book sale and netted approximately \$20,000. Director Chisaki noted that the Friends need help on the Sunday of the book sale to clean up and box up left over books. The Friends voted on and approved the staff request for program funding in the amount of approximately \$41,000.

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

A patron requested more books by Margaret Frazer. The response informed the patron that we currently own six titles and the latest book was published in 2012. Since the series is so old, the Library will not be purchasing more to complete the series. Two options include checking out from the San Francisco Library or purchasing from Amazon Kindle.

A patron requested more Playaway books and headphones to go along with them. The response was that the library is looking for more titles, but unfortunately are very expensive and are not always available.

LIBRARY BOARD COMMUNICATIONS

None.

DIRECTOR'S COMMENTS

Director Chisaki informed the Board that staff members have been harassed by a phone caller that calls between 20 – 30 times a day and asks for information on Section 8 housing, that is normally updated once a week. The Housing Authority suggested referring him to them. It became an issue when he began using bad language and calling them names. The police have been involved and instructed staff to be courteous and try to help him, but if he becomes difficult, they can hang up and call the non-emergency number at the Police Department.

Director Chisaki distributed copies of the Alameda Reads book, "I Believe," and CLA Summer Reading shirts.

ORAL COMMUNICATIONS, NON-AGENDA GENERAL

None.

ADJOURNMENT

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

Respectfully submitted,

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