



**MINUTES OF THE
ALAMEDA FREE LIBRARY BOARD MEETING
WEDNESDAY, JULY 13, 2016**

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
Gertrude Woods, Board Member

Absent: Suzanne Whyte, Vice President
Nancy Lewis, 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 May and June 2016.
- *B. Draft Minutes of the Regular Library Board Meeting of May 11, 2016.
- *C. Library Services Report for the Months of April and May 2016.
- *D. Financial Report Reflecting FY15 Expenditures by Fund for May and June 2016.
- *E. Bills for Ratification for the Months of May and June 2016.

Director Chisaki informed the Board that the West End Branch door count numbers decreased due to an issue that has now been resolved. There was an increase in the number of database searches in May due to the school site visits demonstrating how searches work. Boys and Girls circulation numbers decreased in April and May, and may have been due to the School Resource Services Liaison leaving. The numbers are expected to rebound with the new employee, Sarah Burkey, taking over the position. When the ILS contract was presented to the City Council, there were no issues or questions. The Resolution of Support was attached and the contract was signed. There have been meetings with the vendor to discuss timeline

for installation and training, and it is expected to be completed by the fall. Alameda Reads continues to do well while Sue Mark is in Japan. Amy Prevedel is doing well keeping the program going and is in the process of doing her first State Report which is due in the next few weeks. Summer Reading is in full swing. The Boys and Girls department has almost 2,000 children signed up and is doing well. Teen Services and Adult Services are doing well with their new experience based program. Some programs include visiting Alameda Brewery, touring Crispin Bakery, or hiking trails. Six to eight library staff members participated in the Mayor's Fourth of July Parade and they were very well received. They had 500 pencils to hand out, but ran out before the end of the parade. They will begin planning early for next year's parade. All three libraries are Pokémon Go stops, which is exciting because it may bring more people into the library.

Board Member Kearney moved to approve the Consent Calendar. Board Member Woods seconded the motion, which passed with a 3-0 vote.

UNFINISHED BUSINESS

A. Integrated Library System: Status Report (J. Chisaki)

Director Chisaki explained that she already discussed this item under Item A of the Consent Calendar and there is nothing further to report.

NEW BUSINESS

A. Election of Library Board Officers for FY16-17 (C. Atkin)

President Atkin nominated Vice President Whyte for President of the Library Board. Board Member Woods excluded herself from nominations. President Atkin asked Board Member Kearney if she would like to be Vice President, to which she agreed. President Atkin moved to elect the nominated slate, which passed with a 3-0 vote.

B. Friends of the Library/Alameda Free Library Foundation (L. Engh and K. Butter)

This item has been continued to the September Library Board meeting.

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

A patron complained that the last four digits of a phone number are public information and using them as pin number destroys any security. Director Chisaki explained that these numbers are use when logging into your library account to renew books or place holds. The system defaults to the last four digits of the patron's phone number. The response to the patron explained that it is standard library practice to use the last four digits of the patron's phone number as their pin. If another pin is preferred, patrons have the option to ask library staff to change the pin number or the patron may change it themselves through the library's website.

Director Chisaki mentioned a verbal discussion that happened that day over the two hour time limits on public computers. The computer lab was not restricted, but is now limited to two hours. Some patrons don't want to have to move from the lab after two hours. Director Chisaki explained that other libraries have a limit of one hour. She will be watching to see if any complaints are made.

LIBRARY BOARD COMMUNICATIONS

Board Member Kearney commented that she is excited to see the new scanner in Reference, as it is a frequent question at the information desk.

DIRECTOR'S COMMENTS

Director Chisaki informed the Board that the library is changing some entry door locks to card swipes on staff door, Friends door, and front door. This new key will help with lost keys, because keys will not have to be taken out. The doors will unlock when in close proximity. City Hall, City Hall West, the Police Department and the Library are changing entry door locks and will be able to track who has what card, what time they are coming in and what time they are leaving.

Director Chisaki suggested to the Friends to start refusing book donations if there is not enough room to store them or staff to sort them.

ORAL COMMUNICATIONS, NON-AGENDA GENERAL

Li Volin asked how many members will be on the Executive Board of the Friends. Director Chisaki responded that there will be 16 members. Li asked how there will be a tie breaker with 16 members. Director Chisaki responded that it's unknown at this point and she doesn't expect many issues that would result in a tie vote. Director Chisaki commented that she hasn't attended Board Meeting, so that number may have changed. Li also commented that she has heard adults complain about children using the computers when it is busy. Director Chisaki explained that Reference staff should inform those that complain that the business of a child is as important as the business of an adult.

ADJOURNMENT

The meeting was adjourned at 6:46 p.m.

Respectfully submitted,

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