



**MINUTES OF THE
ALAMEDA FREE LIBRARY BOARD MEETING
WEDNESDAY, JANUARY 11, 2017**

The regular meeting of the Alameda Free Library Board was called to order at 6:05 p.m.

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

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 2016.
- *B. Draft Minutes of the Regular Library Board Meeting of November 9, 2016.
- *C. Library Services Report for the Months of October and November 2016.
- *D. Financial Report Reflecting FY16/17 Expenditures by Fund for November and December 2016.
- *E. Bills for Ratification for the Months of November and December 2016.

Director Chisaki informed the Board that the ILS project is on schedule and moving forward. The public component was completed first. The next phase is for back of house functions, such as ordering new materials. The security gate installation at the Café entrance will be completed soon.

The Red Cross held a blood drive in the Stafford Room on January 5th, which was well attended with 38 reservations. There will be a new liaison by the next blood drive in March.

The Made in Alameda program is coming up. So far, two artists and one author have expressed interest. Friends are co-sponsoring the event and can purchase the one day liquor license, if necessary. Vice President Kearney asked if there are any flyers she can forward to a friend for information. Director Chisaki responded that the Library's website has a link to more information for those interested in completing an application to participate. An ad will be placed in the newspaper further down the road.

The Foods for Fines drive was last done in 2014, and this summer would be a good time to have another drive. The drive was an overall positive experience as it brought books back in to the library, cleared patron accounts allowing them to use library services again, and provided donations for the food bank.

Director Chisaki expects to have designs of the new logo soon. The Friends logo is contingent on the Library's logo, so they are looking forward to seeing the designs. Vice President Kearney asked if any feedback was given to the designer and Director Chisaki confirmed she had provided him with several suggestions. The designer is incorporating a bridge theme in the design.

Director Chisaki explained that the Services Report numbers for October are similar to what they normally are. November numbers were lower because there were some closure days, so December numbers will be lower as well. Door counters are now working properly. Director Chisaki clarified that the months included in the Services Report are always one month behind the months that are included in the Expenditure Report and Check Registers, because it allows staff more time to input the data.

There were no changes to the Draft Minutes of the November 9, 2016 Library Board meeting.

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

UNFINISHED BUSINESS

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

This item was discussed during the Report from the Library Director.

B. New Logo for the Library (J. Chisaki)

This item was discussed during the Report from the Library Director.

NEW BUSINESS

A. Circulation Trends Report: Discussion (J. Chisaki)

Director Chisaki discussed the reports and explained that overall circulation continues to decrease, which matches national trends. E-book numbers have increased, but are not as high as print material. Director Chisaki is concerned with circulation at the branches, especially the West End Branch. Although circulation numbers are down, staff report they are busy and chairs are filled. Children's circulation is constant. Director Chisaki doesn't see anything alarming in the report because as the numbers fluctuate, the pattern matches what is happening across the country. School Resources Services Liaison, Sarah Burkey, visits elementary schools to push the Summer Reading Program. This brings the children to the library looking for the books Sarah showed them in class. Director Chisaki shared a letter from Sarah about an encounter she had with a parent that thanked her for visiting her child at school and teaching her about the library. Vice President Kearney mentioned an encounter with a patron that came in with her child and asked for a title in hard cover, but there weren't any available copies. Director Chisaki will let the Teen Services Librarian know to acquire more copies.

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

None.

LIBRARY BOARD COMMUNICATIONS

None.

DIRECTOR'S COMMENTS

Director Chisaki commented that the Library met with ARPD and HandsOn Bay Area to build 10 Little Free Libraries at no cost to the Library. They will be mounted in the parks throughout Alameda and will be stocked with the Library's advanced reader copies. ARPD will monitor the Little Free Libraries and replace with a spare, if vandalized. President Whyte asked if there is anything similar at the ferry stops for commuters and Director Chisaki explained that the library has found most commuters prefer the convenience of e-books, and even some libraries that have book machines at transit centers are being removed because they aren't circulating.

Director Chisaki met with the new Vice Mayor, Malia Vella, and learned that she and her grandmother are library users. Vice Mayor Vella expressed interest in the various programs and activities the library has to offer.

Student Success Card is moving forward. The first draft of the MOU will be completed soon.

ORAL COMMUNICATIONS, NON-AGENDA GENERAL

None.

ADJOURNMENT

The meeting was adjourned at 6:42 p.m.

Respectfully submitted,

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