



**MINUTES OF THE  
ALAMEDA FREE LIBRARY BOARD MEETING  
WEDNESDAY, MARCH 8, 2017**

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

**ROLL CALL**

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

Absent: Catherine Atkin, 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 January and February 2017.
- \*B. Draft Minutes of the Regular Library Board Meeting of January 11, 2017.
- \*C. Library Services Report for the Months of December 2016 and January 2017.
- \*D. Financial Report Reflecting FY16/17 Expenditures by Fund for January and February 2017.
- \*E. Bills for Ratification for the Months of January and February 2017.

Director Chisaki reported that the Little Free Libraries will be delivered to Alameda Recreation and Park Department (ARPD) for installation in parks. Board Member Woods commented that there was concern that the Little Free Libraries will take money away from the library. Director Chisaki explained that the books that will be the starting collection will be the Advanced Reader copies from Publishers, which are free and cannot be resold.

Made in Alameda is on Saturday, March 18 from 12:00 – 5:00. All 19 tables are full, and no more applications are being accepted.

Budget preparation season has begun. The library has been asked to hold increases to supplies and services line items. There must be justification for any increases. Director Chisaki will calculate costs to add one day to each of the branch libraries.

March 30, from 5:30-7:00 is the Meet Your Public Official event. This is an opportunity for the Board to let them know the library needs their support. It will be in a speed dating format.

Staff Development Day is coming up and CPR/First Aid training has been scheduled for all staff in attendance. Division reports and a minor technology training will be given in the afternoon. It is expected to be a full day of training.

Poet Laureate recruitment went out and if the Board members know anyone interested, the library's web page has the application and additional information. April 24 is the submission deadline.

There were no changes to the Draft Minutes of the January 11, 2017 Library Board meeting.

Board Member Lewis moved to approve the Consent Calendar. Vice President Kearney seconded the motion, which passed with a 4-0 vote.

### UNFINISHED BUSINESS

#### A. New Logo for the Library: Status Report (J. Chisaki)

The City PIO's husband is a designer and has provided Director Chisaki with draft logos. The designs were narrowed down to two from eight. The Board agreed that both designs were appropriate to be used in different applications. The Friends will use the same designer and ask for a logo complimentary to the library's logo. The work done by the designer is pro bono and the Library is grateful.

Board Member Lewis moved to adopt the two new library logos. Board Member Woods seconded the motion, which passed with a 4-0 vote.

### NEW BUSINESS

#### A. Student Success eResource Cards. (J. Chisaki)

Hallie Fields, Teen Services Librarian, is the lead in this project. This is a pilot program working with high schools to create library cards using student ID's. Barcodes will be placed directly on the student ID cards. MOU's are being drafted so information can be exchanged between the library and the school district. Students will have access to all electronic resources offered by the library, such as databases,

online homework help, and e-books. Students will not be able to check out physical items, but can upgrade to a full access card if they wish. Hallie is working with teachers to learn what databases would be useful. Launch is targeted for spring 2018.

B. Little Free Libraries. (J. Chisaki)

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

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

The Friends are still organizing subcommittees. The next big campaign will be for the tool lending library. The cost is expected to be approximately \$50,000 for the container to house the library, the tools, and maintaining the library.

They held a shared program with American Association of University Women) (AAUW) and the League of Women Voters on American Muslims: Islam 102. It was such a success, they are planning more programs in the future. There was one complaint on the library's Facebook page from a patron stating they thought the library was non-partisan and non-religious. Director Chisaki explained that the library was the venue and the program was offered by the Friends, the AAUW and the League of Women Voters. The patron was satisfied with the response.

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

Part-Time Librarian, Dawn Boyer received a compliment stating she is very helpful. The response thanked them for the note and that Dawn has received a copy of the compliment.

A patron arrived at the library at 6:40 for the Zootopia viewing and waited until 7:25 along with 20 other adults and 10 children. No one from the library showed up. Adult Services Supervisor, Cosette Ratliff, responded and explained that she was scheduled as a substitute to run the movie in the absence of the Children's Supervisor, and despite reminders, it was missed. She apologized to the patron and asked for the movie to be rescheduled.

A patron expressed they are grateful for the Lawyers in the Library service. The response thanked the patron for letting the library know they appreciate this service. The program has become very successful and has extended it to the West End Branch as well. All the attorneys that have served have been very professional and very knowledgeable.

A patron was in the Quiet reading room and had covered food out on the table. The librarian stormed over and said no eating in the room. She told him she's not eating it and knows she needs to eat in the café. He stormed out and she had a panic attack and left. She hopes to never experience this at the library again. The response thanked the patron for alerting her of this. Since she wasn't there to observe the interaction she can't speak to specifics, but she knows that Reference staff know to treat patrons with respect no

matter the situation. She will be reinforcing his with the entire team at an upcoming staff meeting. The library has an ongoing issue with food and drinks being brought into the library. The library is not only worried about spills, but more worried about insects looking for scraps, so we try to address this issue as soon as we see it. I understand you weren't eating and know to take your food down to the café, others could see your food out and mistakenly believe it is ok to have. If you need to bring food in closed containers, please keep it stowed.

A patron complimented Hallie Fields, Teen Services Librarian, as she was helpful and wanted to thank her. The response thanked him for his phone call and she is glad Hallie was able to help him. The library is happy she came on board.

Two patrons were sitting in the library when another patron sat at their table and started making racist remarks to them and using foul language. They asked that the library stop the gentleman to come back to the library so this doesn't happen to others. Director Chisaki responded and apologized for their uncomfortable experience and that behavior has no place at our library. Staff will try to be more vigilant when this gentleman comes in. The library has a Behavior Policy and when anyone violates the policy and staff is alerted to the situation, staff is authorized to ask an individual to leave the library. If the situation cannot be resolved with suspending library visits, then additional legal action may be taken. It can be difficult to stop an individual from coming into a public building, but we try our best. Unless the staff sees or hears the interaction themselves, you or other members of the public need to notify the staff so they can take the appropriate action.

#### LIBRARY BOARD COMMUNICATIONS

Vice President Kearney asked whether the Art Committee is no longer doing exhibits. Director Chisaki explained that the Art Display Committee did exhibits and lectures and they have disbanded. City Hall would like to exhibit art in City Hall and they may take over doing the exhibits at the library. The lectures will be dependent on the Circulation Coordinators schedule. The school district will display art in the Children's area and the branches.

#### DIRECTOR'S COMMENTS

Director Chisaki asked if any Board Members plan on attending the Meet Your Public Officials event. She also asked if anyone knows of someone that would be interested in applying for the open seats on the Library Board.

#### ORAL COMMUNICATIONS, NON-AGENDA GENERAL

None.

ADJOURNMENT

The meeting was adjourned at 7:32 p.m.

Respectfully submitted,

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