



**MINUTES OF THE
ALAMEDA FREE LIBRARY BOARD MEETING
WEDNESDAY, SEPTEMBER 13, 2017**

The regular meeting of the Alameda Free Library Board was called to order at 6:00 p.m.

ROLL CALL

Present: Kathleen Kearney, President
Cynthia Silva, Vice President
Travis Wilson, Board Member
Dorothy Wismar, Board Member

Absent: Amber Bales, 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 July and August 2017.
- *B. Draft Minutes of the Regular Library Board Meeting of July 12, 2017.
- *C. Library Services Report for the Months of June and July 2017.
- *D. Financial Report Reflecting FY17/18 Expenditures by Fund for July and August 2017.
- *E. Bills for Ratification for the Months of July and August 2017.

Director Chisaki reported that summer programs have concluded and the library is gearing up for the fall. The library served as an unofficial cooling center during the recent heat wave. There have been no complaints about summer programs, and there hasn't been much of a response from adults on their satisfaction with Adult Summer Reading. There is a survey on the library's webpage to see which programs adults are interested in. There is an art docent lecture coming up and they tend to draw large crowds. The first Little Free Library has been installed in front of Alameda Recreation and Parks

Department's office and the Library Board is invited to attend the ribbon cutting ceremony. Staff Development Day is on October 9 and will feature a training on homelessness in libraries. Staff will watch a 2 ½ hour training video on how to deal with this issue. The 75" electronic bulletin board has been installed at the entrance of the main library. Updates will be done once a week. Branch libraries will have installation completed by the end of September. The quote for upgrading A/V equipment in the Stafford room came in at approximately \$45,000, which the Director believes to be a good price. The Library's staff shirts with the new logo arrived and were distributed to the Board. Director Chisaki explained that the activity report numbers for Literacy look different for June and July because there are new categories starting in July. This new way of reporting will reflect a more accurate count.

Board Member Wilson asked Director Chisaki about the survey on summer programming for adults and how often it's done. Director Chisaki explained how the City did a survey about a variety of city services as a part of performance measures, and included the library. The last library specific survey was done during the Strategic Plan and during renovation planning for the branch libraries. If there is something specific the Library wants to know, a ten question SurveyMonkey survey can be put together and placed on the Library's webpage.

Board Member Wilson asked Director Chisaki if the new electronic bulletin board is replacing the old paper board. Director Chisaki explained that anything that is for profit, would not be posted. Now they will be referred to the Café for approval of using their bulletin board.

Board Member Wilson asked if there is access to the Pacific Library Partnership financials. Director Chisaki explained that she could get them if needed, and some of the numbers are available online.

There were no changes to the Draft Minutes of the July 12, 2017 Library Board meeting. Board Member Wismar moved to approve the Draft Minutes. Vice President Silva seconded the motion. Board Member Wilson moved to approve the Consent Calendar. Board Member Wismar seconded the motion, which passed with a 4-0 vote.

UNFINISHED BUSINESS

A. Electronic Message Boards. (J. Chisaki)

The two library branches will receive 40 - 42" screens which will be mounted against something solid and not free standing. President Kearney asked if all three screens could communicate with each other. Director Chisaki explained that it is possible, but the necessary software was not originally purchased, and may be an option at a later time. For now the information will be uploaded via flash drive.

NEW BUSINESS

A. Friends of the Library Appreciation Week Ideas. (J. Chisaki)

Director Chisaki announced Friends of the Library Appreciation Week is coming up in October. It is the week of the Friends' October book sale. Director Chisaki is looking for ideas for celebrating the Friends of the Library. Staff came up with an idea to place signs that express appreciation on the Free Alameda Loop Paratransit Shuttles. The Friends informed Director Chisaki that they prefer receiving a Proclamation. Director Chisaki announced that upcoming City Council meetings will include the Poets Laureate appointment on September 19, the Friends of the Library Appreciation Week Proclamation on October 17, and the Annual Report on November 21, 2017. The Library Board is invited to attend.

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

The next Executive meeting of the Friends Board is on Monday, September 25, 2017. The Book Sale Committee has a new Chair and the committee will meet every Friday until the book sale.

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

None.

LIBRARY BOARD COMMUNICATIONS

President Kearney shared with the Board that she took Alameda Stands United posters to Independence Plaza and the residents were grateful to receive them. She discovered that the residents that are homebound can use the Library's free service to have materials delivered and picked up.

DIRECTOR'S COMMENTS

Director Chisaki reported Karen Butter spoke at the Rotary and received compliments about how the Library distributed eclipse glasses. She was also asked about a streaming film service, so the Library is now looking at the cost for subscriptions. Repainting of emergency stairs should start next week and will take approximately a week to complete. Director Chisaki mentioned an incident that occurred over the weekend with a registered sex offender in the library. Director Chisaki explained the incident was reported to Hallie Fields, Teen Librarian, and then to the supervisor of the day. Hallie asked they wanted to talk with the supervisor and they declined. Hallie asked if they felt safe going home and they informed her they felt safe and that a parent was picking them up. The Supervisor researched whether the sex offender can be banned from the library, but he can't. The incident was reported to the Library Director and she spoke with the Police Chief and a detective was assigned to contact the offender to share the library's concerns. The offender promised the detective he would not come to the library anymore. If he is seen at the library, the police will be called.

ORAL COMMUNICATIONS, NON-AGENDA GENERAL

None.

ADJOURNMENT

The meeting was adjourned at 7:13 p.m.

Respectfully submitted,

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