



**MINUTES OF THE  
ALAMEDA FREE LIBRARY BOARD MEETING  
WEDNESDAY, MARCH 14, 2018**

The regular meeting of the Alameda Free Library Board was called to order at 6:06 p.m.

**ROLL CALL**

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

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 January and February 2018.
- \*B. Draft Minutes of the Regular Library Board Meeting of January 10, 2018.
- \*C. Library Services Report for the Months of December 2017 & January 2018.
- \*D. Financial Report Reflecting FY17/18 Expenditures by Fund for January and February 2018.
- \*E. Bills for Ratification for the Months of January and February 2018.

Director Chisaki informed the board that with the bad weather, there are more homeless challenges. They are welcome, but must comply with the Behavior Policy. The library has hired three full-time employees to fill vacancies of employees that recently retired. The recruitment for part-time Library Associate is completed and part-time Library Specialist is coming. The library is the venue for three programs presented by Friends of Wadi Foquin. The first of the three programs went well. There were no complaints after the original complaints. The second program will be an author program and the third will

be an embroidery program. Director Chisaki shared that former employee, Claire Coustier had passed away. Zoo day is coming up and the Oakland Zoo will do a live presentation with animals in the Stafford room. Wild Things Inc. and Tracy the Animal Guy are on the schedule after the Oakland Zoo. There were no changes to the Draft Minutes of the January 10, 2018 Library Board meeting. Regarding the Library Services Report, the door count and circulation numbers have increased, otherwise nothing notable. Board member Wilson commented that databases counts have increased. Director Chisaki explained the possible causes for the counts to increase. Board member Wilson asked what in the Services Report is being approved. Director Chisaki explained that no changes can be made to the report, and approving the Consent Calendar as a package, acknowledges that he has received and seen the report.

Board member Wilson asked if the motion can be changed to say that the Board is acknowledging the Consent Calendar instead of enacting, approving, or adopting it because otherwise it is ambiguous and can be misinterpreted. Director Chisaki will check with the City Clerk for clarification.

Board Member Bales moved to approve the Consent Calendar. Board Member Wismar seconded the motion, which passed 4-0-1. (Board member Wilson abstained)

#### UNFINISHED BUSINESS

##### A. Library Strategic Plan. (K. Kearney, J. Chisaki)

Director Chisaki hadn't planned on moving this forward so quickly. Board Member Wilson had some concerns of what the plan looks like, how the library is viewed by the Board and the public, and what the plan represents. President Kearney explained that there was discussion about what the Strategic Plan should be called. It was agreed that it didn't matter what it was called, but the important thing was to have a picture of where the library is, and where it wants to be, and where it's going. Also, there needs to be discussion on priorities. Director Chisaki asked the State Listserv if their libraries have a Strategic Plan, if they have it on their website, if they use a consultant, if they call it a Strategic Plan, and a list of other questions. All that responded have a plan of some kind. Director Chisaki shared two sample plans to see how they were designed. The library will not move forward with the Strategic Plan until after the new fiscal year. There are a few policies that Director Chisaki would like to work on before starting on the Strategic Plan.

#### NEW BUSINESS

##### A. Annual Report. (J. Chisaki)

Director Chisaki informed the Board that the Annual Report for last fiscal year went to City Council in February and she is bringing it to the Library Board as info only. Director Chisaki mentioned the library will add a bike repair station at the two branches. Whole building HVAC will be added to the West End Branch. President Kearney asked if the Library could hire more full time employees if it received more money. Director Chisaki explained that the need would have to be justified and there would need to be a continuing source of income.

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

There is meeting on March 26. The last letter campaign is still bringing in funds. The book sale is the first weekend in May.

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

Director Chisaki shared the suggestions, complaints and compliments from patrons and their responses.

LIBRARY BOARD COMMUNICATIONS

Board member Wismar shared that the Encinal High School principal welcomes assistance in determining which materials are needed to be more relevant. He was aware of the Student Connect Card. Director Chisaki offered to share book selection lists, but there is no money to purchase for them. Vice President Silva mentioned that there is a teacher sale on the Friday of the book sale.

DIRECTOR'S COMMENTS

None.

ORAL COMMUNICATIONS, NON-AGENDA GENERAL

None.

ADJOURNMENT

The meeting was adjourned at 7:43 p.m.

Respectfully submitted,

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