



**MINUTES OF THE  
ALAMEDA FREE LIBRARY BOARD MEETING  
WEDNESDAY, July 8, 2020**

The regular meeting of the Alameda Free Library Board was called to order at 6:03 p.m.

**ROLL CALL**

Present: Cynthia Silva, President  
Dorothy Wismar, Vice President  
Amber Bales, Board Member  
Kathleen Kearney, Board Member  
Joyce McConeghey 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 March, April, May, and June, 2020.
- \*B. Draft Minutes of the Regular Library Board Meeting of March 11, 2020.
- \*C. Financial Report Reflecting FY19/20 Expenditures by Fund for March, April, May, and June, 2020.
- \*D. Bills for Ratification for the Months of March, April, May, and June, 2020.

Director Chisaki reported that all three libraries closed on March 16, 2020. Full-time staff were paid their regular salary for a period of time, then were redeployed or used their personal leave banks to remain off work. The City paid part-time staff for approximately three weeks and then were furloughed. Full-time staff returned in early June to train for curbside service. Curbside service is now offered Monday – Friday from noon to 5:00 pm. After curbside service started, Library Aides were brought back to help with shelving books. Supervising Librarian Eva Volin, moved the Children’s story times online from her home. Once Children’s staff returned to work,

they were able to help with story time. Adult services expanded online offerings. Funds were moved from the print budget line to the eBook line. The State offered and paid for \$3,000 worth of eBooks that were added to the library's database. Board Member McConeghey mentioned that she used the Library Takeout service and though it worked well and was nice to have access to the library. The budget was adopted which included a one-time \$25,000 for the Japantown Markers and a grant match for the Link+ program. Board Member McConeghey mentioned that she works at the Alameda Sun and they are interested in learning about the Japantown Markers project so they can write about it. Director Chisaki will update her with the contact information. Board Member McConeghey has all the newspaper editions since the libraries closed in March and will get them to the Main Library for distribution. The building was a deep cleaned by the City's cleaning service. The City now has an employee to spray all city buildings, so the library will be sprayed each month. There is a wellness check-in station at the employee entrance. Board Member Bales asked if any of the furloughed part-time staff can be brought back to work. Director Chisaki responded that the library is bringing people back as there is work for them to do, so they are beginning to trickle back. One part-time employees said she started another job and won't be returning to the library. The last full-time hire resigned in April. The two senior librarians at the branches are retiring in September. Two longtime part-time employees retired and moved out of state. This is an opportunity to bring in new people and reassign responsibilities. Board Member Kearney asked about the book quarantine process. Director Chisaki explained after books are returned and have sat for three days, they are checked in and made available to be placed on hold and checked out.

There are no changes to the Draft Minutes of the March 11, 2020 Library Board meeting.

Board Member McConeghey moved to accept the Consent Calendar. Board Member Bales seconded the motion, which passed with a 5-0 vote.

#### UNFINISHED BUSINESS

- A. None

#### NEW BUSINESS

- A. Election of Officers (J. Chisaki)

Board Member McConeghey nominated President Silva for another term as President. Vice President Wismar seconded the nomination, which passed with a 5-0 vote. Board Member Kearney nominated Vice President Wismar for another term as Vice President. Board Member McConeghey seconded the nomination, which passed with a 5-0 vote.

- B. Current and On-Going Library Activities (J. Chisaki)

Staff is working on a limited reopening plan. The branches are not included at the moment. There will be no public seating, no browsing the collection, and no use of the public restrooms. Patrons

will be limited to five at a time and will have 20-30 minutes to use the computers on a first come, first serve basis. There is a blood drive on Tuesday. The drive in May went well even though the library was closed. There were 30 appointments and eight walk-ins. The library is waiting for a price quote to convert current drinking fountains into water fill stations. The library is considering resuming the Homebound service. Board Member McConeghey asked what the criteria to get the service are. No formal criteria required, but mostly those in assisted living or infirmed in homes, and those that can't get around well are the recipients of the service. The regular recipients will be contacted when the program is up and running again. Vice President Wismar mentioned that the service is listed on the library's website and asked if there have been any inquiries. Director Chisaki responded that there have not been any.

C. Friends of the Library (J. Chisaki)

The Friends are trying to find a way to raise money because the book sales and concerts have been cancelled. They sent out letters asking for donations. Art Docent talks are now Zoom programs. There are more attendees via zoom than when held in person. They are working on selling the books they have in storage, by taking pictures of books and posting them online. Once the books are paid for online, they are retrieved from storage and the patron picks them up at the Main Library parking lot.

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

None

LIBRARY BOARD COMMUNICATIONS

President Silva attended the communication committee meeting and joined the Library Book Club. Board Member Kearney has been placing lots of books on hold. Board Member McConeghey attended some of the Art Docent Zoom programs.

DIRECTOR'S COMMENTS

Director Chisaki informed the board that he library is currently taking nominations for the Alameda Poet Laureate which has been open since the middle of June. Director Chisaki asked that if anyone on the board is interested in sitting on the selection committee, to let her know.

ORAL COMMUNICATIONS, NON-AGENDA GENERAL

None

ADJOURNMENT

The meeting was adjourned at 7:19 p.m.

Page 4 of 4  
Minutes of the  
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Respectfully submitted,

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