

**Minutes of the Regular Meeting
of the Board of Library Trustees**
February 6, 2012



TRUSTEES PRESENT: Betsy Megas, Kathleen Watanabe, Peter Yoon, Ashish Mangla

EXCUSED ABSENCE: Georgina Dinh

STAFF PRESENT: Julie Passalacqua, City Librarian
Hillary Brookshire, Senior Library Assistant-Administration

MEMBERS OF
THE PUBLIC: Phil Orr, Senior Center Supervisor, City of Santa Clara
Parks & Recreation Department

MATTERS FOR COUNCIL ACTION:

None

I. CALL TO ORDER

Chair Yoon called the meeting to order at 6:32 p.m. Phil Orr and Board Members were introduced.

II. MINUTES OF THE DECEMBER 5, 2011 MEETING

Chair Yoon asked the Board for comments or corrections to the minutes of the December 5, 2011 Board of Library Trustees meeting. There being no comments or corrections, Trustee Watanabe made a motion to accept the minutes as written, with a second from Trustee Mangla. The motion passed with a unanimous vote.

III. CORRESPONDENCE

The City Librarian asked Board members if they would be attending the CALTAC Northern Workshop on Saturday, February 25, 2012, a copy of the application sent to them in the agenda packet for tonight's meeting. Trustees Mangla and Megas had completed the application and were attending. Hillary Brookshire will process their registrations. The City Librarian distributed the flyer for the Read Santa Clara book launch. The City Librarian stated that she had received three (3) letters commenting on petitioners in front of the Central Park Library, and the construction of the Northside Branch Library which she reviewed with Board members.

IV. GIFTS

Trustee Watanabe reported Library Foundation news in Executive Director Maria Daane's absence: There have been no new gifts.

V. PUBLIC PRESENTATIONS

A. Library Foundation

Ms. Daane issued the following statements to the Board:

- The Santa Clara City Library Foundation Board is pleased to be partnering with the City of Santa Clara to build a new library in the Northside community.
- The Foundation's commitment is to enhance community life by developing sustainable resources and serving as advocates for the Santa Clara City Library. The construction of this new library, in partnership with the city, is very much in line with that commitment and our mission as a Foundation.

VI. OLD BUSINESS

A. Library Board Effectiveness - Advocacy

The City Librarian thanked Board President Yoon for his presentation regarding Silicon Valley Reads to Council on January 24, 2012. Board members Megas, Watanabe, and Mangla were present.

The City Librarian recalled that Board members had wanted to visit different areas of the Library to learn more about each area's function and also to meet staff. She asked when they would like to do that, at the beginning, middle, or end of meetings, or on separate days. Board members agreed they could start with a meeting at Mission Library, which will be the site of the March 5, 2012 Board of Library Trustees meeting.

Chair Yoon opened the discussion of Chapters 3 and 4. Trustee Watanabe noted that Board members were becoming more aware of opportunities to advocate for the Library. The recent survey will provide direction and they are on the right track.

B. Northside Branch Library

The City Librarian reviewed the City/Foundation collaboration for construction of the Northside Branch Library. The project design is in final stages of review. Project costs include materials collection and furniture. Trustee Yoon was concerned about the 100% safety of the funding and presented a motion that the Board would take action to protect funding if needed. The motion was seconded by Trustee Watanabe, and passed with a unanimous vote.

The City Librarian will bring furniture selection and color layouts to a future meeting.

VII. NEW BUSINESS

A. Policy Governing the Use of Library Grounds – Revised

Following recent political signature gathering in front of the Library, the City Attorney was asked to review the Library's policy governing use of Library grounds. Several changes were made, including the removal of a requirement to include the text of a disclaimer in any patron material distributed on Library grounds. Instead, the disclaimer will be posted at the front of the library as needed. Trustee Watanabe made a motion to accept the Policy Governing the Use of Library Grounds as revised, with a second from Trustee Megas. The motion passed unanimously.

VIII. CITY LIBRARIAN'S REPORT

A. Library Monthly Report – November and December 2011

The City Librarian reviewed the November and December 2011 reports with Board members and stated that a few of the statistics will be changing with the 2012-13 budget. Trustee Mangla asked if the collection of library statistics was regulated so that reliable comparisons among libraries could be done. The City Librarian replied that the wide variety of equipment and equipment vendors and the varying levels of technology used would not produce consistent statistics. Trustee Megas noted that the Periodicals figures had increased significantly and asked if the data had changed. The City Librarian stated that she would research that question and let the Board know at the March Board meeting.

B. Activities

Hillary Brookshire gave an overview of the VITA tax preparation and the results of the first sessions that took place on Saturday, February 4, 2012. Patrons were already lining up at 8:00 a.m. in front of the Library and all of the waiting-area chairs in the Cedar room were filled when the door opened at 10:00 a.m. VITA staff are looking forward to a busy season. Programs with the theme "A Healthy New You" have started with one of the first being a master gardening class. The first class was so successful that more classes have been added. A new group, the ESL Conversation Club, held its first meeting. Jenny Hsiao and Nancy Toledo are interviewing volunteers to lead the groups. There is great public interest in this club that provides a place for ESL patrons to practice their English speaking skills. The City Librarian gave Board members copies of the Silicon Valley Reads brochure. The READ Santa Clara flyer has been sent to Board members electronically. The Library is initiating its e-notify program, sending introductory email to 60,000 adult patrons to sign up on UTube.

C. Personnel

The City Librarian stated that Susan Baier, Division Manager for the Youth and Extension Services Division, had tendered her resignation and she and her husband will be moving back to Southern California. Susan's last day will be Thursday, February 16, 2012.

IX. MATTERS OF TRUSTEE INTEREST

Trustee Mangla asked about the Holiday Art Faire. The City Librarian stated that the Foundation sold all available selling spaces and the Faire had a good turnout. Trustee Megas asked if the Library rented other tools besides Kill-O-Watts and engravers, but the City Librarian said not at this time. However, the Library has contracted with Google for a 3-month trial period to loan 20 Chrome Books (laptop computers) to the public and Library staff. Initially they will only be loaned for use in the Library, but, if successful, may be loaned for use outside the Library. New fines and fees will be added to the Library Municipal Fee Schedule to cover damage or loss.

X. REPORTS OF TRUSTEE CONFERENCE AND TRAVEL

Trustee Megas reported on her trip to Sweden and shared postcards from libraries and places she had visited while there.

XI. CALENDAR

The calendar items were reviewed. The City Librarian will confirm the availability of the Mission Library for the March 5, 2012 meeting.

XII. ADJOURNMENT

There being no further business, Trustee Mangla made a motion to adjourn the meeting at 7:40 p.m. to Monday, March 5, 2012, at 6:30 p.m. at the Mission Library, with a second from Trustee Watanabe. The motion passed with a unanimous vote.

Respectfully submitted,

Elizabeth Megas
Secretary to the Library Board of Trustees