

**Minutes of the Regular Meeting  
of the Board of Library Trustees  
April 2, 2012**



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

**STAFF PRESENT:** Julie Passalacqua, City Librarian  
Hillary Brookshire, Senior Library Assistant-Administration  
Ben Blight, Acting Circulation Supervisor

**MEMBERS OF  
THE PUBLIC:** None

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**MATTERS FOR COUNCIL ACTION:**  
**Approve Revised Library Polices, as follows:**  
**1. Policy for Use of Second Floor – Quiet Study Pavilion**

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- I. CALL TO ORDER**  
Chair Yoon called the meeting to order at 6:30 p.m. The City Librarian introduced Ben Blight, Acting Circulation Supervisor.
- II. MINUTES OF THE MARCH 5, 2012 MEETING**  
Chair Yoon asked the Board for comments or corrections to the minutes of the March 5, 2012 Board of Library Trustees meeting. Errors were noted for correction. Trustee Watanabe made a motion to accept the minutes as corrected, seconded by Trustee Megas. The motion passed unanimously.
- III. CORRESPONDENCE**  
The City Librarian reported that Board Trustee Georgina Dinh resigned her position on the Board effective immediately. The vacancy will be promoted at the April 10, 2012 City Council meeting. Chair Yoon will give a short PowerPoint presentation. No dates for submittal of resumes or interviews have been set.
- IV. GIFTS**  
Maria Daane, Executive Director of the Foundation and Friends of the Santa Clara City Library, reported that the Santa Clara Rotary had presented a gift of \$500 to support the Library collection. The Historic Preservation Society presented the Library with a gift of \$1,320, designating \$880 for the Local History collection and \$440 for children's summer reading awards books.

## V. PUBLIC PRESENTATIONS

### A. **Library Foundation**

Ms. Daane reported that the Foundation and Friend's Chocolate Party on Monday, April 26, 2012 was a huge success. The Foundation and Friend's granted \$25,000 from book sales to the Library for programming and library materials. There were \$30,000 in grant requests, and an additional \$5,340 in gifts was raised after the Chocolate Party from 15 different sources providing full funding of this year's requests. This was the highest level ever of "after party" gifts. Ms. Daane stated that the Foundation was beginning to assemble a team to fundraise for the Northside Branch Library.

### B. **Library Circulation Department Overview**

Ben Blight, Acting Circulation Supervisor, gave an overview of his twenty five years of experience with the Library. Since recently assuming the position of Acting Circulation Supervisor, Mr. Blight has encouraged Circulation staff to make every Library patron's visit an enjoyable experience by engaging the patron, presenting them with a friendly demeanor, and "making an effort to put smiles on their faces". He also emphasizes 'single point of service' where Circulation staff answer questions and escort patrons immediately to Library resources without referring them to multiple service desks when appropriate. He concluded the presentation by inviting Board members to tour the Circulation area of the Library. Trustees viewed the TechLogic automated handling system, and were made aware of the responsibilities of Circulation Department staff at the various service desks. The tour concluded back in the Library Board Room where the regular meeting continued. Board members thanked Mr. Blight for his presentation and tour.

At the May 2012 meeting, Nan Choi, Librarian II in Youth and Extension Services, will discuss teen programming at the Library and conduct a tour of the Teen Central area of the Library.

## VI. OLD BUSINESS

### A. **Library Board Effectiveness - Advocacy**

The Board discussed Chapters 7 and 8 that covered evaluation processes to determine what makes the most successful library programming and how to collect the positives and build on them. Trustee Mangla suggested an annual survey be done that would circulate in a new audience each year and would give patrons more of a stake in the Library's success. The Board prepared a statement in support of the Foundation's survey, as follows:

**The Board of Library Trustees has reviewed the *Santa Clara City Library Survey 2011* and supports its results. The Board encourages its publication and use in promoting Library programming and developing the Library's strategic plan.**

Trustee Megas made a motion to accept the Board's statement in support of the Foundation's survey, with a second from Trustee Watanabe. The motion carried with a unanimous vote.

### B. **Northside Branch Library**

The City Librarian stated that management of the Northside Branch project has fully transitioned to the Library Foundation.

## **VII. NEW BUSINESS**

### **A. Revised: Policy for Use of Second Floor – Quiet Study Pavilion**

The City Librarian stated that the policy was updated to be inclusive of all quiet electronics. Following a brief discussion, Trustee Mangla made a motion to accept the revised policy, with a second from Trustee Watanabe. The motion passed with a unanimous vote.

## **VIII. CITY LIBRARIAN'S REPORT**

### **A. Library Monthly Report – February 2012**

The City Librarian reviewed the February 2012 Monthly Report with the Board. Circulation is up 10%, patron visits are up 13%, and program attendance is up 12%. Trustee Mangla noted the decrease in Mission Library figures and asked what could be done to increase patronage there, such as additional programming like VITA tax preparation. Trustee Watanabe suggested bringing programming to Mission that would make it a learning center that would provide specialized community services. The City Librarian stated that the Mission Library, even with less open hours, is actually very busy with literacy activities. Staff has made several attempts over the years to draw patrons to Mission with storytimes and other special programs.

### **B. Activities**

The City Librarian briefly reviewed recent activities at the Library, particularly the recent Chocolate Party hosted by the Foundation and Friends.

### **C. Personnel**

Georgina Dinh resigned her position on the Library Board.

## **IX. MATTERS OF TRUSTEE INTEREST**

Trustee Yoon suggested that the Library take advantage of the City's Sister City relationship with Izumo, Japan, in finding Japanese materials for the Library's collection. He further suggested the Korean Consulate in San Francisco as a possible resource for Korean materials.

## **X. REPORTS OF TRUSTEE CONFERENCE AND TRAVEL**

None.

## **XI. CALENDAR**

The next meeting of the Board of Library Trustees will be held on Monday, May 7, 2012 at the Central Park Library, Library Board Room, at 6:30 p.m.

## **XII. ADJOURNMENT**

There being no further business, Trustee Mangla made a motion to adjourn the meeting at 8:00 p.m. to Monday, May 7, 2012 at 6:30 p.m. at the Central Park Library, with a second from Trustee Watanabe. The motion passed with a unanimous vote.

Respectfully submitted,

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Elizabeth Megas  
Secretary to the Library Board of Trustees