Minutes of the Regular Meeting
of the Board of Library Trustees
June 4, 2012

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

STAFF PRESENT: Julie Passalacqua, City Librarian
Hillary Brookshire, Senior Library Assistant-Administration
Erin Ulrich, Acting Division Manager, Youth & Extension Services
Angela Ocana – Library Assistant I and Project BEST Coordinator

MEMBERS OF THE PUBLIC: John Casey
Francis Corozco

MATTERS FOR COUNCIL ACTION:
None

I. CALL TO ORDER
Chair Yoon called the meeting to order at 6:34 p.m. Chair Yoon asked for introductions of members of the public to the Board.

II. MINUTES OF THE MAY 7, 2012 MEETING
Chair Yoon asked the Board for comments or corrections to the minutes of the May 7, 2012 Board of Library Trustees meeting. There being no corrections, Trustee Watanabe made a motion to accept the minutes as written, seconded by Trustee Mangla. The motion passed unanimously.

III. CORRESPONDENCE
The City Librarian gave copies of the City Manager's retirement announcement and celebration flyer to Board members, as well as copies of an article in the City Corner thanking the Library for it's many and varied services.

V. GIFTS
The Library Foundation received $1,700 grant from Intel.

V. PUBLIC PRESENTATIONS

A. Library Foundation
Trustee Watanabe reported Foundation information, as follows:

The Library Foundation will sign a contract for the Northside Library in about two weeks. An informational memo and agenda report awarding the project will go to Council June 12, 2012.

B. Project BEST

The City Librarian introduced Angela Ocana, Project Best coordinator, to the Board. Ms. Ocana gave a detailed report on the project's accomplishments: Providing basic employment skills training, one-on-one career counseling for job seekers with Adult Education Career Counselor Anne Davenport, NOVA workshops, adding 63 new titles to the Library's collection, weekly bilingual classes, 49 applicants took the food handlers test with a 100% pass rate, 102 food handlers cards were issued, 353 patrons attended jobs workshops, 1,002 patrons received jobs career counseling. A jobs fair planned for July 22, 2012 at the Library is currently being advertised to employers. Trustee Megas asked if Mission Library was involved in Project BEST and Ms. Ocana replied that Mission staff were very involved and Shanti Bhaskaran had written the grant application.

VI. OLD BUSINESS

A. CIP Budget

The City Librarian gave Board members copies of an overview of the City's Five Year Plan written by Finance Director Gary Ameling. The proposed CIP budget will be adopted by Council on June 12, 2012. The Library's past CIP budget, "Automated Library Systems – Phase 4" was a self-funded project, using funds from the Public Library Foundation grants. This year the funds have purchased 100 new public computers and will be used for future equipment upgrades to Innovative Interfaces, Inc. equipment in the future. The "New Central Park Library" CIP budget account has been changed to two new CIP budget accounts: "Central Park Library Refurbishment" and "Mission Library Refurbishment", to reflect that the Central Park Library is now nine years old. These two new accounts will be funded from the General Fund and funding requested for the 2012-13 fiscal year will be used for new carpet and to upgrade the family restrooms in the children's area.

B. Operating Budget

The City Librarian reported that the Library's budget is flat for the 2012-13 fiscal year. Salaries and benefits had a minimal increase due to City Council approval of a reduction in furlough dates. The City Librarian distributed updated copies of the Library's Fines and Fees Schedule for the 2012-13 fiscal year. Overdue fines for the new portable electronic devices (Nooks, Kindles, and Chromebooks) were added. Trustee Mangla asked if our fines and fees were comparable to those of other libraries, and the City Librarian confirmed they were.

VII. NEW BUSINESS

A. Nomination of Board Officers

The City Librarian asked Board members to nominate and approve their new officers for 2012-2013. Trustee Watanabe nominated Trustee Mangla for Chairman with a second from Trustee Yoon and the nomination passed with a unanimous vote. Trustee Watanabe nominated Trustee Megas for Vice Chairman with a second from Trustee Mangla and the nomination passed with a unanimous vote. Trustee Mangla nominated Trustee Watanabe for Secretary with a second from Trustee Megas and the nomination passed with a unanimous vote.

Board Officers for 2012-13:

Chairman: Ashish Mangla
Vice-Chairman: Betsy Megas
Secretary: Kathy Watanabe

VII. NEW BUSINESS (concluded)

B. CLA Conference

The City Librarian reviewed information about the upcoming CLA conference to be held in the first week in November. There are enough funds in the Board travel account(s) that all five trustees may attend if they wish. Trustees were instructed to contact City Librarian Julie Passalacqua for registration information.

VIII. CITY LIBRARIAN'S REPORT

A. Library Monthly Report – April 2012

The City Librarian reviewed the April 2012 Monthly Report with the Board.

B. Activities

The City Librarian reviewed recent activities at the Library. The Mike Honda Congressional Art Awards were standing room only with the winning artist and his subject both present, as well as the many other artists who had submitted their artwork. The Adult Summer Reading Program was reviewed. The new Discover and Go link is not yet set up on the Library's webpage, but will be soon and will provide quick access to free and reduced-price admission to many local museums and other attractions. The Summer Reading Program kickoff is this coming Saturday and will include arts & crafts projects, Greg Frisbee, Kaiser Relay race, a Foundation and Friends popcorn stand, and the Free Masons of Santa Clara handing out child ID kits. Summer Reading Signups end July 14, 2012.

C. Personnel

After 13 years of service, Lakshmi Padmanabhan, Library Assistant I at Mission Library, is leaving the library to travel and live with her husband at his new assignment in Singapore.

IX. MATTERS OF TRUSTEE INTEREST

Trustee Watanabe discussed an event that took place at the Library and asked for Board comments. Member of the Public, Francis Corozco, asked if a series of end-of-life workshops could be held at the Library. The City Librarian asked her to develop a program outline to present to the Adult Services staff who would review the request.

X. REPORTS OF TRUSTEE CONFERENCE AND TRAVEL

None

XI. CALENDAR

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

XII. ADJOURNMENT

There being no further business, Trustee Watanabe made a motion to adjourn the meeting at 8:07 p.m. to Monday, August 6, 2012 at 6:30 p.m. at the Central Park Library, with a second from Trustee Vance. The motion passed with a unanimous vote.

Respectfully submitted,

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Kathleen Watanabe
Secretary to the Library Board of Trustees