

**Minutes of the Regular Meeting
of the Board of Library Trustees
October 1, 2012**



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

EXCUSED ABSENCE: Barbara Vance

STAFF PRESENT: Julie Passalacqua, City Librarian
Mary Jo Bosteels, Program Coordinator, Technical Services
Hillary Brookshire, Senior Library Assistant-Administration

**MEMBERS OF
THE PUBLIC:** John Casey

MATTERS FOR COUNCIL ACTION:
None

I. CALL TO ORDER

Chair Mangla called the meeting to order at 6:40 p.m. The City Photographer came at 6:30p.m. to take pictures of Board members for the 2013 City Calendar.

II. MINUTES OF THE AUGUST 6, 2012 MEETING

Chair Mangla asked the Board for comments or corrections to the minutes of the August 6, 2012 Board of Library Trustees meeting. There being no corrections, Trustee Yoon made a motion to accept the minutes as written, seconded by Trustee Watanabe. The motion passed unanimously.

III. CORRESPONDENCE

V. GIFTS

In Maria Daane's absence, Trustee Watanabe reported that the Library Foundation received the following gifts: \$3,000 from individuals.

V. PUBLIC PRESENTATIONS

A. Library Foundation

- The Foundation held it's Fall grant event in September and awarded \$20,000 to the Library to fund the following projects: Juvenile Paperback Collection, Find a Job in February, Teen Paperback Books, Book of Learner Writings, Easy English Times, Volunteer Recognition Event, Money Smart Week, Parenting Seminars, Music

Together, Healthy New You, Chinese Book Club Books, Arts & Crafts Supplies for Bill Wilson Center, Lab Stools.

- David Stringer-Calvert was awarded the Nancy Toledo Leadership Award for his exceptional service as a leader in our organization.
- Construction and administration of the Northside Library are proceeding well.
- The Library Foundation will be recognizing corporate partners at the City Council meeting on October 16, 2012.

B. Library Technical Services

Mary Jo Bosteels, Program Coordinator-Technical Services, gave Board members an informative tour of the Technical Services area on the first floor and described the processes involved in ordering and processing new books for the Library collection. Library staff also review incoming book donations to the Foundation and have added \$50,000 of donated materials to the collection. Donated bestsellers are of particular value as they reduce the number copies the Library must purchase for popular titles. There are approximately 410,000 total items in the Library collection.

VI. OLD BUSINESS

A. California Library Association – Annual Conference

The Library submitted Project BEST public relations materials to CLA and won first place in the \$5-\$10 million budget category. Bruce McGuire, Library Assistant II in Circulation, created most of the Project BEST materials. Awards will be presented at the upcoming CLA conference. The Library was also recognized at the national level.

B. Northside Branch Library

An agreement is being processed for art consultant Rene Yung to coordinate the selection of art work for the Northside Branch Library. The Library Foundation is planning a “Raise the Last Beam” celebration party.

C. Library Board Meeting Schedule 2013 (revised)

April 1, 2013 is a City furlough day so the April 2013 Library Board meeting was cancelled.

D. Library Holiday Schedule for 2013 (revised)

Admissions Day is being recognized on September 9th instead of September 10th, 2013. The Holiday Schedule was revised to reflect that change.

VII. NEW BUSINESS

VIII. CITY LIBRARIAN’S REPORT

A. Library Monthly Report – August 2012

The City Librarian reviewed the August 2012 Library Monthly Report with the Board. The “Reference Inquiries” category for Central Library has changed to add inquiries made to the Circulation Department. The “Patron Electronic Resources Use” category has also been changed to reflect what is most commonly counted by other libraries.

B. Activities

The theme for Silicon Valley Reads 2013 will be “Invisible Wounds of War” and will feature the following books: 1.) The Long Walk by Brian Castner, and 2.) Minefields of the Hearts by Sue Diaz. Brian Castner will be at the Central Library on February 3, 2013 to discuss his book. The Library is hosting another “eBooks Expo” on Sunday, November 4, 2012 from 1:00 p.m. to 3:30 p.m. in the Library Redwood Room. Industry representatives will be on hand to answer questions about iPod, Nexus 7, iPad, NOOK, iPhone, Kindle, and more. Library staff will be on hand to explain the Library’s digital books collection. The public can discover how to search for books and music, how to check them out, and download them for free! The City Librarian reviewed the Circuit of Service grant with Board members and the special Migrant Ed and literacy presentations presented by Professor Francisco Jimenez, Fay Boyle Professor of Modern Languages and Literatures at Santa Clara University.

C. Personnel

The City Librarian reported that the Library has hired two as-needed Librarian I’s for Youth and Extension Services Division, Renee Gimelli and Gina Martinez. Four as-needed Library Pages were hired in Youth and Extension Services to replace Pages who had left employment to return to school. Three as-needed Library Pages were hired in Circulation to replace Pages who had left employment.

IX. MATTERS OF TRUSTEE INTEREST

Trustee Megas noted that bicycle racks outside the Library were often overloaded with bicycles. The City Librarian will look into installing additional bicycle racks. The City Librarian reported that Silicon Valley Power had inquired about installing six (6) electric charging stations at the Library. With parking at a premium, it was concluded that only two (2) charging stations would be installed. Trustee Watanabe noted that schools also have furlough days. The City Librarian replied that special activities for kids and teens are planned for October 15th and 29th in the Redwood Room, such as “Spooky Buddies” movie (bring snacks) and Hunger Games Trivia.

X. REPORTS OF TRUSTEE CONFERENCE AND TRAVEL

XI. CALENDAR

The upcoming City furlough day and Columbus Day Holiday were noted.

XII. ADJOURNMENT

There being no further business, Trustee Watanabe made a motion to adjourn the meeting at 8:00 p.m. to Monday, November 5, 2012 at 6:30 p.m. at the Central Park Library, with a second from Trustee Yoon. The motion passed with a unanimous vote.

Respectfully submitted,

Kathleen Watanabe
Secretary to the Library Board of Trustees