Minutes of the Regular Meeting
of the Board of Library Trustees
August 5, 2013

TRUSTEES PRESENT: Betsy Megas, Ashish Mangla, Barbara Vance, Kathy Watanabe

EXCUSED ABSENCE: Peter Yoon

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

MEMBERS OF THE PUBLIC: Maria Daane, Executive Director, Library Foundation and Friends

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MATTERS FOR COUNCIL ACTION:

1. Approval of revised Policy for Use of Library Community Room to change room name from Cedar Room to Margie Edinger Room.

I. CALL TO ORDER

Chair Mangla called the meeting to order at 6:33 p.m.

II. MINUTES OF THE JUNE 3, 2013 MEETING

Chair Mangla presented written comments and corrections to the minutes of the June 3, 2013 Board of Library Trustees meeting and reviewed them with the Board. There being no further discussion, Trustee Vance made a motion to accept the minutes as corrected, seconded by Trustee Megas. The motion passed with one abstention.

III. CORRESPONDENCE

The City Librarian distributed copies to the Board of a paper outlining literacy programs throughout the State and how they have been impacted by cutbacks. The annual meeting of the Pacific Library Partnership will be held on Saturday, September 14, 2013 at the Stanford Park Hotel. Board members who would like to attend may call Hillary Brookshire to make their reservations. Let the City Librarian know if you want to carpool.

IV. GIFTS

See PUBLIC PRESENTATIONS, Library Foundation.

V. PUBLIC PRESENTATIONS

A. Library Foundation

Maria Daane, Executive Director of the Library Foundation, reported on Foundation activities. The Foundation received $5,000.00 from Kaiser-Permanente toward maintenance of the Health & Wellness Collection. The Foundation also received $5,000.00 from Cisco Systems for the Northside Branch Library. The total donations to date for the Northside Branch Library are $95,000. Ms. Daane asked that the Board recognize the list of donors and accept the $95,000 in donations for the Northside Branch Library. Trustee Vance made a motion to accept the donations with a second from Trustee Watanabe. The motion passed unanimously. The Foundation honors all requests for use of funds and will return Northside donations at the donor's request.

VI. OLD BUSINESS

A. Northside Branch Library

Maria Daane, Executive Director of the Library Foundation, reported on the status of the Northside Branch Library. The Foundation just received a letter from the City Manager requesting a halt to construction. The Foundation Board of Directors is considering its response.

B. Election of Board Officers

Trustee Vance nominated Trustee Betsy Megas for Board Chair for 2013-14 with a second from Trustee Watanabe. Trustee Megas accepted the nomination. The nomination passed with a unanimous vote. Trustee Mangla nominated Trustee Vance for Board Vice Chair for 2013-14 with a second from Trustee Watanabe. Trustee Vance accepted the nomination. The nomination passed with a unanimous vote. Trustee Mangla nominated Trustee Watanabe for Board Secretary with a second from Trustee Vance. Trustee Watanabe accepted the nomination. The nomination passed with a unanimous vote.

VII. NEW BUSINESS

A. Policy for Use of Library Community Room

The City Librarian reviewed the change to the policy that updated the name of the former Cedar Room to the Margie Edinger Room. Trustee Watanabe made a motion to accept the name change and the updated policy with a second from Trustee Mangla. The motion passed with a unanimous vote.

B. Library Board Meeting Schedule 2014

The City Librarian reviewed the Board Meeting Schedule for 2014. Trustee Vance made a motion to accept the schedule as written with a second from Trustee Mangla. The motion passed with a unanimous vote.

C. Updated Board Roster

The Board reviewed and approved the updated Board Roster.

D. Distribution of Board, Commissions and Committee Handbook

The City Librarian noted that a copy of the Handbook had been transmitted via email to Board members but they had not received it. File possibly too large. Hillary Brookshire will check with the City Clerk's Office for an alternative.

VIII. CITY LIBRARIAN'S REPORT

A. Library Monthly Report – May and June 2013

The City Librarian reviewed both reports. The security gates at the Central Park Library have had an updated counter activated to count Library visitors and there may be a variation in figures in future reports. The "Library Materials Expenditure Per Capita" figure has increased by including grant funds used to purchase library materials.

B. Activities

The City Librarian invited Board members to visit the Margie Edinger Room to see the Summer Reading Program decorations and participant awards.

C. Personnel

The City Librarian reported that Yu-Lan Chou started work on August 1, 2013 as Library Program Coordinator-Technical Services, replacing Mary Jo Bosteels. The City Librarian informed the Board that she had submitted her own retirement letter to the City Manager with a retirement date of December 30, 2013.

IX. MATTERS OF TRUSTEE INTEREST

None.

X. REPORTS OF TRUSTEE CONFERENCE AND TRAVEL

None

XI. CALENDAR

A. No Board of Library Trustees Meeting in September 2013.
B. Monday, September 2, 2013 – Labor Day – City Holiday – Library Closed
C. Monday, September 9, 2013 – Admission Day – City Holiday – Library Closed
D. Monday, October 7, 2013 – Board of Library Trustees Meeting – MISSION LIBRARY at 6:30 p.m. in the Community Room

XII. ADJOURNMENT

There being no further business, Trustee Mangla made a motion to adjourn the meeting at 7:42 p.m. to Monday, October 7, 2013 at 6:30 p.m. at the Mission 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