

06/28/2016

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**Minutes of the Regular Meeting
Of the Board of Library Trustees
May 2, 2016**



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

EXCUSED ABSENCE: None

STAFF PRESENT: Hilary Keith, City Librarian
Paul Sims, Assistant City Librarian
Hillary Brookshire, Senior Library Assistant-Administration

MEMBERS OF
THE PUBLIC: Julia O'Keefe, READ Santa Clara
Desiree Khu, READ Santa Clara
Vicki Fairchild
M. Walter
David Walter

MATTERS FOR COUNCIL ACTION:
None

I. CALL TO ORDER

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

II. MINUTES OF THE APRIL 4, 2016 MEETING

Chair Megas asked for comments or corrections to the minutes of the March 7, 2016 Board of Library Trustees meeting. There being none, Trustee Mangla made a motion to accept the minutes as written, seconded by Trustee Vance. The motion passed with a unanimous vote.

III. CORRESPONDENCE

None

IV. GIFTS

None

V. PUBLIC PRESENTATIONS

A. Library Foundation

Trustee Vance gave an update on Foundation activities:

- The Library Foundation has provided \$60,000.00 for Library programming in the current grant cycle.
- Bicycle stations will be installed at Central and Northside Libraries.

Trustee Mangla made a motion to accept the \$60,000.00 in grant funds for Library programming with a second from Trustee Yoon. The motion passed with a unanimous vote.

B. Public Input (not agendized)

None

VI. UNFINISHED BUSINESS

A. Mission Library Renovation

The City Librarian discussed the special meeting at Mission Library on April 18, 2016 where Noll & Tam Architects presented the plans for the Mission Library renovation.

Julia O'Keefe asked if there had been a response from the architect about the suggestions made at the meeting. The City Librarian responded that the architect had noted many of the suggestions from the meeting but the renovation budget is not big enough to cover some things, such as a larger addition for more space. The renovation will need to pare back on curb appeal and focus more on internal ADA issues. Julia O'Keefe asked if a second meeting would be set up with the architect and would it be between today and the next Board of Library Trustees meeting? The City Librarian said she would look into it.

B. Library Card Expiration

The City Librarian announced that the Library Card expiration period had been extended to three years. It can be extended over the phone. Trustee Mangla asked if the additional year could be automatically added to each card, and the City Librarian said she would talk to Library Technology staff to see if it could be done.

VII. NEW BUSINESS

A. Budget for Library Board of Trustees 2016-2017

The City Librarian reviewed the memo to the City Manager dated April 25, 2016 requesting that \$450.00 be included in the Library Budget for Board Trustees to attend the Annual California Library Association Conference should Trustees wish to attend. Trustee Mangla made a motion to accept the \$450.00 budget for 2016-2017 with a second from Trustee Yoon. The motion passed with a unanimous vote.

B. Holds on DVDs

The City Librarian announced a new feature for the public: placing holds on DVD's. Chair Megas said this could create the potential for a large number of holds. The City Librarian stated that the number of DVD's allowed for hold had not yet been discussed, but 10 DVD's had been suggested. Trustee Mangla said it should be 5 holds. This new feature came about as a result of staff finding DVD's stashed in many places around the Library in an attempt by patrons to place their own "holds".

C. School Virtual Library Cards

Paul Sims discussed the Library's efforts to partner with the Santa Clara Unified School District to provide all students with a 'virtual' Library card to access the Library's online research resources for school projects. The cards would not be used for checkout, but for online access to library databases use only. They could be included in back-to-school packets, and at some time in the future may be able to flip to a real card. Chair Megas asked if private schools were included, and Mr. Sims said no, that they were working with public

schools first. Mr. Sims passed around a new Library card for the Board to see the new format of clear plastic.

The Board was enthusiastic about the new program for a virtual Library card as it would reach many more children.

VIII. CITY LIBRARIAN'S REPORT

A. Library Monthly Report – March 2016

The City Librarian reviewed the March 2016 Monthly Report with the Board and noted that reference inquiries were down. This was happening at all libraries, not just ours. Mr. Sims distributed copies of the following statistics to the Board: “April 2016 – Top 10 Circ by Subject of Adult Nonfiction”, and “April 2016 – Top 10 Children’s Nonfiction by Subject”. Trustee Yoon asked if Mr. Sims could put together statistics for teen patrons for the next meeting, including what teens check out.

B. Activities

The City Librarian invited Board members to the graduation ceremony for “Girls Who Code”. On 5/3/16: The Emma Kaliterna Children’s Author Event with author Tim J. Myers
On 5/4/16: “May the 4th be With You”: Teen Movie & Pizza-Star Wars: The Force Awakens. The City Librarian invited Board members to visit the Library’s website to see more upcoming events.

C. Personnel

The City Librarian stated that the recruitment for Program Coordinator-Adult Services to replace Ellen Paul has been extended. Hillary Brookshire may retire in May.

IX. MATTERS OF TRUSTEE INTEREST

A. Suggestions Turned in to Staff

The City Librarian reviewed a patron suggestion to change the amount of Library materials allowed to be checked out per person from 60 to 20. A short discussion ensued about checkouts in general and the suggestion will be noted and filed.

B. Future Agenda Topics

Chair Megas suggested that the Board revisit the “Policy for Use of Library Community Rooms”, particularly the section governing the community rooms at Northside Library. The Board had recently reviewed this policy and included language specific to the use of Northside Library community rooms, but specific questions have recently come up about the Northside Library that need to be addressed. Trustee Mangla suggested that priority should be given to Read Santa Clara in reserving the community rooms. Chair Megas asked if reservations could be made online.

Trustee Mangla suggested that Board members be more visible in the community and act as advocates for the Library. Advocacy and how to be an advocate should be made a permanent agenda item for every Board meeting. Board members received a book from former City Librarian Julie Passalacqua about advocacy and at each meeting a section of the book was discussed. As Library programming evolves, the City Librarian can offer Board members opportunities for advocacy, and contact local representatives about funding literacy programs and libraries in general.

X. REPORTS OF TRUSTEE CONFERENCE AND TRAVEL

Chair Megas reported that she had attended the CPLA workshop in Redwood City. A letter from Concord Library had been presented at the workshop asking for increased funding for adult literacy programs in California. Trustee Mangla asked if Chair Megas could email a copy of the letter to the Board. Chair Megas reported that an item will be on the November ballot from the VTA regarding Envision SV: Bicycles, Roads, and Public Transportation Issues. Chair Megas said she attended the Santa Clara Valley Open Space Authority (SCVOSA) program on April 26, 2016 suggested by Jan Hintermeister at the April 4, 2016 Board of Library Trustees meeting. The request for grants will be out in June 2016 and will be due in August 2016. The program is taking a broad view of funding many types of urban opportunities and educational opportunities. The Library may be able to receive grant funding for programs about nature and partner with SCVOPA in the future.

XI. CALENDAR

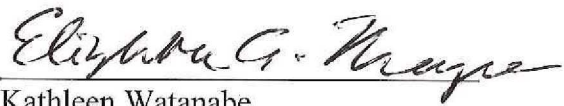
- A. Monday, May 30, 2016 – Memorial Day Holiday – City Holiday – Library Closed
- B. Monday, June 6, 2016 – Board of Library Trustees Meeting, Board Room, 6:30p.m.
Presentation by Erin Ulrich, Program Coordinator, Youth & Extension Services, Ref: Summer Reading Program

Julia O’Keefe asked if she could present one more question about the Mission Library Renovation: When will the architect for the Mission Library Renovation have a new plan incorporating suggestions from the April 18, 2016 meeting? The City Librarian stated that everyone was still using the same plan from the last meeting; nothing new had been presented. The City Librarian will have a conference call with the architect in the next few weeks and will report back to the Board.

XII. ADJOURNMENT

There being no further business, Trustee Vance made a motion to adjourn the meeting at 7:40 p.m. to Monday, June 6, 2016 for the regular meeting in the Board Room at Central Park Library, with a second from Trustee Yoon. The motion passed with a unanimous vote.

Respectfully submitted,

for 
Kathleen Watanabe
Secretary to the Board of Library Trustees