



Meeting Minutes
March 5, 2018, 6:00 p.m.

Trustees in Attendance

Lee Broughman
Jan Hintermeister
David Kyo
Ashish Mangla
Stephen Ricossa

Trustees with Excused Absence

Staff In Attendance

Hilary Keith, City Librarian
Paul Sims, Assistant City Librarian
Diana Fazely, Deputy City Attorney
Donna Tanaka, Senior Library Assistant

Public in Attendance

Kate Degelau-Pierce, Library Foundation and Friends

Matters for Council Action: None

1. Chair Ricossa called the meeting to order at 6:02 p.m.
2. There were no Public Presentations.
3. Staff Presentation
 - A. Deputy City Attorney Diana Fazely gave a presentation and training on the Brown Act. For additional questions or clarifications, the Board can contact her via email to the City Librarian.
4. Gifts
 - A. Ms. Degelau-Pierce from the Foundation & Friends stated \$12,000 was received from Kaiser Permanente for the Health and Wellness collection. Trustee Broughman made a motion to accept the donation of \$12,000. The motion was seconded by Trustee Kyo. The motion was approved unanimously

B. Ms. Degelau-Pierce gave an update on the pop-up bookstore at Westfield Mall.

5. Approval of Minutes:

A. Trustee Broughman made a motion to approve the minutes from the February 5, 2018 meeting, with a minor modification. The motion was seconded by Trustee Mangla. The motion was approved unanimously.

6. Correspondence & Announcements:

A. Discussed February 26, 2018 email from Liana Crabtree, regarding election polling at the library. Trustee Broughman made a motion to note and file the email, and should additional discussion be needed, will bring back to the next meeting. The motion was seconded by Trustee Kyo. The motion was approved unanimously. City Librarian will forward any new correspondence to the Board prior to the meetings.

7. City Librarian's Report

A. City Librarian advised that Council has approved the use of audio recording and Action Minutes for all City commissions and committees, effective with April 2018 meetings. Trustee Hintermeister stated that meeting discussions may not be as visible with the use of Action minutes. Trustee Mangla stated that audio recordings may provide more transparency.

B. Monthly Report: Assistant City Librarian discussed and reviewed monthly performance measure data. Discussion about the bookmobile included ways to measure success, bookmobile as a patron alternative to Mission during renovation, current stops. Library website will be updated to include bookmobile as a "branch" with hours and remove all references to Mission hours until re-opening. For future reports, Assistant City Librarian will remove the data columns where data is not yet available, and will include graphs.

C. Personnel Updates: City Librarian reported recruitments for Librarian and Technology Intern are in process.

D. Events at the Library: Assistant City Librarian shared a PowerPoint slide set highlighting February programs. City Librarian noted upcoming events:

- 3/26/18—Pathway to Citizenship, Congressman Ro Khanna
- 4/21/18—Literacy Community Event, Mission City Center for Performing Arts

8. Unfinished Business

A. Mission Library renovation:

- Assistant City Librarian gave an update on the renovation. Slight delay in ordering interior windows will push out ceiling wood acclimation period. Appropriation for furnishings approved at last Council meeting, P.O. will be placed soon. Some of the old furniture will be retained.

B. Automated Material Handler update:

- Equipment is in transit; contract for demo work is in process.

C. Board of Trustees Work Plan

- Will need to incorporate Mission into the policy for community rooms before the re-opening; will be same policy as other branches. Assistant City Librarian will send Board the link to Library policies posted on the web.

9. New Business

- A. Trustee Ricossa stated that he has received the CPLA membership notification email. Senior Library Assistant to follow-up with CPLA about memberships for Trustee Broughman and Trustee Mangla since they had not received membership confirmation emails. City Librarian will forward to Board any information she receives on spring training sessions.

10. Matters of Trustee Interest

- A. Trustee Hintermeister inquired about the possibility of a joint meeting with the Cultural Commission; will be included on the next Board agenda.

11. Future Agenda Topics:

- A. CPLA Workshops and CLA Conference
- B. Shanti Bhaskaran: update on April 21 Literacy event
- C. Joint meeting with Cultural Commission

12. Upcoming Events

- A. Library closure dates/hours:
- Friday, March 30, 2018, Spring Holiday

13. Motion by Trustee Broughman to adjourn the meeting. Motion was seconded by Trustee Kyo. Motion to adjourn passed unanimously.

14. Meeting adjourned at 7:53 p.m. The next regular scheduled meeting is on April 2, 2018, 6:00 p.m. at the Central Park Library, Board Room.

Respectfully submitted,



Jan Hintermeister
Secretary, Board of Library Trustees