



**Minutes of the  
ALAMEDA FREE LIBRARY BOARD MEETING  
April 13, 2011**

The regular meeting of the Alameda Free Library Board was called to order at 6:05 p.m.

**ROLL CALL**

Present: Michael Hartigan, President  
Suzanne Whyte, Vice President  
Catherine Atkin, Board Member  
Nancy Lewis, Board Member  
Gail Wetzork, Board Member

Absent: None

Staff: Jane Chisaki, Library Director

**CONSENT CALENDAR**

An asterisk indicates items so accepted or approved on the Consent Calendar.

- A. \*Report from the Library Director Highlighting Activities for the Month of March 2011. Accepted.
- B. \*Draft Minutes of the Regular Library Board Meeting of February 9, 2011. Approved.
- C. \*Library Services Report for the Month of January 2011. Accepted.
- D. \*Financial Report Reflecting FY10 Expenditures by Fund for February 2011. Accepted.
- E. \*Bills for Ratification for the Month of February 2011. Approved.

There were no questions from the Board, so President Hartigan asked for a motion to accept the Consent Calendar as presented. Member Atkin so moved; Member Lewis seconded the motion which carried by a 5-0 vote.

**UNFINISHED BUSINESS**

- A. Neighborhood Library Improvement Project (G. Wetzork)

Director Chisaki informed the Board that the Certificates of Appreciation for the NLIP are still in process with the City Manager's Office. As soon as those are ready a Council meeting date will be selected.

Staff is requesting, before the NLIP project is closed out, to change out the staff monitors at the West End Library circulation desk. The current monitors are a little too tall for staff to work at all

day. Between the height of the desk top and the height of the mounted monitors staff find themselves with shoulder and neck strain by the end of the work day. The request is to replace those two monitors with regular desk top monitors, similar to the arrangement at the Bay Farm Library. Better to replace them now then to deal with possible Workers Compensation issues down the road. Estimated cost to de-install the old monitors and purchase new monitors would be less than \$1,200. The old monitors can be used as spares, or back-ups, at the Main Library. The motion to approve replacement was made by Member Wetzork and seconded by Vice President Whyte. Motion passed 5-0.

Artist Receptions are Saturday, April 16. Bay Farm Island Library will dedicate the Kana Tanaka piece at 2:00 p.m. and the West End Library reception will be at 4:00 p.m. Only one of two paintings by Owen Smith will be on display because the second painting is still not dry. The Zito/Schmitt piece is already receiving rave reviews and people feel that that piece looks like it was always a part of the building. The Library Foundation is working with Supervising Librarian Arta Benzie-Youssef to provide refreshments at both libraries.

The landscape surrounding the West End Library is completely planted in. Member Whyte noticed that the light bulbs in the exterior fixtures are blindingly bright on one side and sort of a soft light on the other side. Director Chisaki was unaware of this issue and will look into it. President Hartigan added that he noticed that one of the exterior light fixtures, on the north east corner, is a little wonky and needs to be straightened upright. Also the base of the building seems dirty now that the landscaping is in. Director Chisaki replied that Library Custodian Dennis McDaniels was aware of that situation and was planning on power washing the base of the building, stairs, ramp and sidewalk the day before the Artist Receptions. <This would be two days after this Board meeting> All Board members commented that the new landscaping looks great.

Final budget numbers are not quite in yet. Last of the contractor's invoices are in process; last few art-related invoices are expected. President Hartigan has a question regarding the project budget update submitted by Project Manager Laurie Kozisek. Director Chisaki did not know the answer and indicated that Ms. Kozisek is currently on vacation. The question will be poised to her upon her return and hopefully will be answered by the next Library Board meeting.

B. Update on Status of State Budget Reductions for Public Libraries (J. Chisaki)

No new information. The recommendation by the Senate and Assembly Budget committees is for the Governor to keep minimal funding for libraries in the budget rather than take all funding out. The State is still waiting to receive details of what the Federal government is going to do with funding for the Institute of Museum and Library Services because it too is slated for significant reductions. Part of the State funding may be contingent with how much money the Federal government may have to offer in matching funds back to the State Library.

Library Legislative Day was scheduled for March 30 but has been rescheduled for Wednesday, May 18. The California Library Association has not yet crafted the message for Library Legislative Day, they put together the packet of materials to be taken around to the various offices and provide talking points for the visits. Right now, just save the date for a trip to Sacramento.

The City is also preparing for difficult budget reductions. Each General Fund department is required to make recommendations for a 5% and a 10% reduction. Those reductions alone will not close the anticipated budget gap within the City; it will be a combination of reductions within the departments, employee give-backs, possible furloughs, or any variety of things to make the total. March 29 the City Council held a special meeting where the budget was discussed in an effort to make the public aware of the seriousness of the City's finances. The Library needs to recommend a reduction of \$85,000 (5%) and \$170,000 (10%). The Library had already reduced hours and some services. The Memorial Fund is currently being used for operations. All that is left to cut now are service hours. Discussion followed with details of the possible recommendations. The Library Board gave direction regarding service priorities as the budget reduction recommendations are put forth. The priorities became as follows: 1. try to have a library open every day; 2. trim hours (7/8 hours open) rather than close completely and have a staggered schedule (mix of early & late openings) 3. ensure an adequate level of service for the West End Library, if a choice has to be made between the two neighborhood libraries 4. close on Monday rather than closing on the Sunday. Director Chisaki indicated that the Library's budget meeting with the Finance Budget Team, has not yet taken place. If there is an opportunity for additional input from the Library Board at the May meeting, the Board would like to give additional guidance. Director Chisaki was not sure what the finality of the budget status will be by the May meeting.

## NEW BUSINESS

### A. Behavior in the Library Policy – Update/Revision (J. Chisaki)

The updated/revised Behavior in the Library policy was discussed. The revision has already been reviewed by the City Attorney's Office. The Behavior Policy is the only thing that stands between the Library staff and an unruly member of the public. The police cannot escort people out unless they are breaking Library rules, these are the rules and the rules need to be as specific as possible. One minor word change was suggested by Member Whyte. President Hartigan called for the approval of the Revised Behavior in the Library Policy as amended, Member Wetzork so moved, and Member Whyte seconded the motion, which was carried with a 5-0 vote.

### B. Alameda Free Library Foundation (J. Chisaki)

This is National Library Week and the Foundation is co-hosting, with the Friends of the Library, a Staff Appreciation lunch on April 14.

The Live @ the Library committee is working hard and hope to announce the new concert series soon. Frederica Von Stade is working with a children's choir and the Foundation hopes to host a family concert featuring Ms. Von Stade and the children in the early part of 2012. This concert may not be held in the library as committee members feel that it may draw a larger audience than the Stafford Room can comfortably hold.

By the beginning of the fiscal year, the Foundation hopes to have a full Board of 16 people. When all have been approved, Director Chisaki will share their names with the Library Board. The

nominees are a very varied group of individuals who will be an asset to the Foundation and the Library.

C. Friends of the Alameda Free Library (K. Minney)

K. Minney had not attended the Friends meeting. Director Chisaki gave the report. The Friends found a volunteer to assist the Foundation in co-hosting the Staff Appreciation Lunch.

Volunteers are still needed for the book sale. The next sale will be held May 6, 7 and 8 at the O Club. Angela's Bistro & Bar will be hosting Friday Night Flights to benefit the Friends on May 20, 27, and June 3. The Friends and Foundation will also team up to staff an information (about both organizations) table at the Meals on Wheels fundraising event at the Rockwall Winery in July.

C. Patron Suggestions/Comments (Speak-Outs) and Library Director's Response

A request to purchase the new biography of Grant Wood. Book selector's response is that a copy has been ordered.

Received at the West End Library, please post the open hours for all of the libraries at the branch library. Response: the hours for all three libraries have now been posted on the doors of the library (West End).

ORAL COMMUNICATIONS, NON-AGENDA (Public Comment)

Resident Li Volin announced that the "Meet Your Public Officials" event, which is the annual fundraiser hosted by the League of Women Voters of Alameda will be on April 14. All of the Board members are invited to attend; invitations/tickets were distributed at the March Library Board meeting. There is a raffle with some wonderful prizes; the Mayor will speak about some little known "things" about Alameda; and the food is great.

LIBRARY BOARD COMMUNICATIONS

Vice President Whyte announced that there is a multicultural dance performance at Kofman Auditorium on April 30. Some amazing dancers/groups will be performing and tickets are available at the door.

Member Atkin inquired as to the date of the end of summer reading ceremony as she may be out of town. She also inquired about the August Board meeting. Director Chisaki responded that the Library Board is now following the form of the City Council and going dark in August. She then informed the Board that the City is looking at the various Boards and Commissions and are considering changing the meeting frequency and/or the number of members on each Board or Commission. There is supposed to be an informational presentation at one of the May City Council meetings. Director Chisaki has submitted to the City Manager's Office that the Library Board meets monthly but has adopted the City Council schedule of going dark in August. Meeting frequency is not dictated by the Charter and the ability to call special meetings when necessary is always an option. The Library Board has five members.

DIRECTOR'S COMMENTS

The Library will be closed on Easter Sunday, April 24. Since it is not a regular City holiday, Director Chisaki is informing the Library Board of the closure.

An email invitation was sent to all the Library Board members for the VF Outdoors Corporation Groundbreaking Ceremony on Tuesday, May 3 at 10:30 a.m.

ADJOURNMENT

President Hartigan adjourned the meeting at 7:16 p.m.

Respectfully submitted,

Jane Chisaki, Library Director and  
Secretary to the Alameda Free Library Board