



**Minutes of the
ALAMEDA FREE LIBRARY BOARD MEETING
March 14, 2007**

The regular meeting of the Alameda Free Library Board was called to order at 7:03 p.m.

ROLL CALL

Present: Karen Butter, President
Ruth Belikove, Vice President
Leslie Krongold, Board Member

Absent: Alan Mitchell, Board Member
Mark Schoenrock, Board Member

Staff: Jane Chisaki, Library Director
Marsha Merrick, Recording Secretary

CONSENT CALENDAR

An asterisk indicates items so enacted and adopted on the Consent Calendar.

- A. *Report from Library Director highlighting Library Department activities for the month of March 2007. Accepted.
- B. *Draft Minutes of the Regular Library Board meeting of February 14, 2007. Approved.
- C. *Library Services Report for the month of January 2007. Accepted.
- D. *Report from Finance Department reflecting FY 2006-07 Library expenditures (by fund) through February 2007. Accepted.
- E. *Bills for ratification. Approved.

President Butter noted there was not much fluctuation in Children's check-outs, and Director Chisaki concurred. Butter then asked if there was any way to capture statistics for Overdrive, which is the Library's on-line audio book feature, sponsored by Califa. Director Chisaki believed that information should be available, and will ask Technical Services Supervisor David Hall if he can pull that out of the system.

President Butter asked for a motion to approve the Consent Calendar as presented. Member Krongold so moved; Vice President Belikove seconded the motion which carried by a 3-0 vote.

ORAL COMMUNICATIONS, NON-AGENDA (Public Comment)

There were no comments from the public, so Director Chisaki took this opportunity to introduce the Board to the new Supervising Librarian for Adult Services, Annemarie Meyer. Ms. Meyer spoke briefly of her background, and indicated she had several great and wonderful ideas she would like to implement, one of which is the “One Book, One Community” type of program.

Director Chisaki mentioned that they were looking into possible grant funds from a website sponsored by Hamburger Helper® called “My Hometown Helper” to assist with the cost of this program. \$15,000 is awarded every month to community groups to help with special projects or needs. One of the requirements to get this grant money is a 501(c)(4) IRS status, so Director Chisaki is sending out feelers to other Alameda groups to see if there is an interest in partnering with the Library in this effort.

UNFINISHED BUSINESS

A. Donations Policy for the Main Library (J. Chisaki)

Per direction from the Board, Director Chisaki had expanded the introductory paragraphs to contain more information about the Friends and Foundation. After a brief review, Board President Butter asked for a motion to accept the policy as presented, which was given by Vice President Belikove, seconded by Member Krongold, and carried by a 3-0 vote. Director Chisaki will add an adopted by date at the bottom of the policy.

B. Branch Upgrades and RFP's (J. Chisaki)

Councilmember Matarrese had requested an operations and branch status update which was provided by Director Chisaki via an off-agenda report. The \$1.5 million left over from Measure O funds has been invested in graduated accounts of 1 year, 18 months and 2 years. We are still waiting for the final closeout from the State to determine the exact amount of funds available. Once that has happened, and it is known how much will be spent on a consultant, the balance of the funds will most likely be invested so they can earn interest.

One popular improvement suggested would be the addition of laptop computers that could be used within the branches through wireless access. It seems that the only libraries with this amenity are schools and universities. It is unknown how this would work within a public library system, so Director Chisaki is still looking for more responses to her inquiry from that sector.

The draft RFP Chisaki wrote looks for a consultant who would help the Library do a long-range plan, projecting facilities development both 5 and 10 years down the

road, including operational costs, provide a written recommendation, etc. Chisaki will inquire with the City Attorney if it would be a violation of the Brown Act to e-mail a copy of the RFP to the members of the Board. If it is okay, she will e-mail a copy of the RFP to each board member for their review to keep the process moving forward.

Member Krongold asked about the cost, and Director Chisaki said she had included a request within the RFP that asks for a detailed description of the fee structure. By seeing what the Library would be individually charged for, there might be an option to throw out some things that could be lived without, or perhaps add in other things that would be more beneficial in the long run.

Chisaki has a list of consultants that other libraries have used and will send each of them an RFP, as well as advertise the search on the City and Library web pages and list serves on the internet. Vice President Belikove will provide a name and contact information of someone in Alameda who would be interested in this opportunity.

President Butter suggested talking with the Planning Department to ensure that the Library is given consideration in the City's Master Plan for the Alameda Point development piece. Director Chisaki promised to do so.

NEW BUSINESS

A. Alameda Free Library Foundation (A. Mitchell)

Foundation member Marc Lambert said their next meeting would occur on the following Monday. Director Chisaki announced that the Foundation will celebrate National Library Workers Day in April, and a group picture will be taken at the all staff meeting to be held on March 29.

The Foundation continues to work on the shelf tags which now go up quarterly. Member Krongold asked if signage was being fabricated for the Community Meeting Rooms which are to be named after Regina K. Stafford. The Foundation will be working with their graphic designer, Cairdea, on this item. A ribbon-cutting ceremony was suggested once the signage was in place.

Vice President Belikove inquired how the Foundation was raising money. Director Chisaki said the Foundation is currently looking for a venue to do a fall fundraiser. They will also host a "Foundation Board Night" to raise interest in joining, and a Chamber mixer in January 2008. The Foundation has invested the money they already have in graduated accounts so it is no longer sitting in a non-interest bearing checking account.

B. Friends of the Alameda Free Library (M. Skeen)

Friends President Skeen started by giving a big thank you for the March 6 proclamation given at the City Council meeting. The committee working on the "Celebration of Friends" event on March 24 has come up with celebrity reads, balloons, string music in the Café and a small book sale from Ann Muir's estate as entertainment. Director Chisaki mentioned there would also be a 2 hour cartooning workshop held in the Teen Room.

The Friends and Foundation are teaming up to celebrate National Library Workers Day on April 17 by providing box lunches for the staff. The Café has been named "Dewey's Friends Café", and they are currently working on publicity and signage. Someone had stolen some of the Café money, so the Friends were thinking of stepping up their security and possibly getting a safe. The next book sale will be on the first weekend in May.

Vice President Belikove asked Friends President Skeen if they would be placing some kind of greenery around the building for the celebration on March 24. Skeen indicated they would be using balloons as decorations. Belikove indicated an interest in seeing plants and flowers in the building on a regular basis to give it more warmth.

C. Library Building Watch (M. Merrick)

Recording Secretary Merrick had nothing to report.

D. Patron suggestions/comments (Speak-Outs) and Library Director's response.

A request was made to bring back the old system of the sticky note with the date due stamped on it. That system had been discontinued to prevent repetitive motion injuries to staff, and because people were either stealing the date stamps or changing the dates so they were in error. A local video of Neptune Beach was also requested, which turns out to already be in the Library collection.

LIBRARY BOARD COMMUNICATIONS

Board President Butter spoke about the CALTAC workshop she had attended. Susan Hildreth, State Librarian, was also present and gave a speech. There were different break-out groups that talked about strategizing on how to get support to build a new library, new services and how to make libraries relevant for communities of today, such as bringing in gaming opportunities for teens. Director Chisaki indicated that she and staff had already started looking into this particular idea. Notes were taken from each group that will be posted on the CALTAC website for review. The expected attendance had been around 80, but approximately 40 people actually showed.

DIRECTOR'S COMMENTS

Legislative Day is coming up on April 18th. SB156 is the new \$4 billion construction bond, and will have its first hearing on March 28 by the Senate Education Committee. Personal letters of support at this point would be very useful. The minimum award amount has increased from \$50,000 to \$500,000, and the maximum award increased from \$20 to \$30 million. There will be no priority given to previous applicants, so everyone starts on an even playing field.

The number of requests from other cities to visit the new Main Library is increasing daily. Pleasanton will visit on March 24, the same day the Friends celebration will be going on.

Chisaki had attended the room use policy lecture in San Jose and it was a disappointment. The focus of the lecture was to highly recommend that when writing your room use policy, make sure to get your City Attorney's opinion.

Director Chisaki passed around the handout she had created which outlined interesting facts about the Main Library construction, what is contained in the building, etc. The Board gave a few suggestions on improvements to the brochure, which will be incorporated with other facts Project Manager Bob Haun had asked to be included as well.

ADJOURNMENT

Board President Butter called for a motion to adjourn the meeting at 8:28 p.m. Vice President Belikove so moved, Board Member Krongold seconded the motion, which carried by a 3-0 vote.

Respectfully submitted,

Jane Chisaki
Library Director and
Secretary to the Library Board

This meeting's agenda was posted 72 hours in advance in accordance with the Brown Act.