



**MINUTES OF THE
ALAMEDA FREE LIBRARY BOARD MEETING
WEDNESDAY, NOVEMBER 12, 2014**

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

ROLL CALL

Present: Catherine Atkin, President
Suzanne Whyte, Vice President
Michael Hartigan, Board Member
Nancy Lewis, Board Member
Gail Wetzork, Board Member (arrived at 6:06 p.m.)

Absent: None

Staff: Jane Chisaki, Library Director
Lori Amaya, Recording Secretary

ORAL COMMUNICATIONS, AGENDA (Public Comment)

None.

CONSENT CALENDAR

An asterisk indicates items so enacted or approved on the Consent Calendar

- *A. Report from the Library Director Highlighting Activities for the Months of September and October 2014.
- *B. Draft Minutes of the Regular Library Board Meeting of September 10, 2014.
- *C. Library Services Report for the Months of August 2014 and September 2014.
- *D. Financial Report Reflecting FY14 Expenditures by Fund for September and October 2014.
- *E. Bills for Ratification for the Month of September and October 2014.

Director Chisaki shared information on the War Ink project out of Contra Costa County, in collaboration with other libraries, including the Alameda Free Library, to find war veterans from Iraq and Afghanistan with tattoos that express memories and feelings from the war. Twenty four California veterans from all branches of the military were chosen to share their stories of why they were tattooed and what they

represent. The website for the program is warink.org, which is an online exhibit. There were articles in the San Francisco Chronicle and in the Bay Area News Group papers highlighting this program. Director Chisaki recommended the Board check out the website. The link is available on the Library's web page.

The LEED Transportation Surveys will be distributed on Sunday. The goal is to collect 240 surveys back from patrons of driving age. Staff Comfort Surveys have been collected and cleanliness was an issue that needed to be addressed. Director Chisaki will be working with the janitorial service to correct the issue before the end of January. Water fixture replacements will follow. The Library's janitorial service, carpet cleaning service, and pest service are all green businesses which aid in certification. Director Chisaki will work on an environmentally friendly purchasing policy with the contractor in order to increase green purchases.

Integrated Library System (ILS) procurement has been suspended due to David Hall's retirement. Director Chisaki spoke with all four vendors at the CLA conference to inform them of the suspension. Board member Lewis asked about staff turnover. Director Chisaki explained that the Volunteer Coordinator left in September, and there are interviews for that position on December 3. With David Hall's retirement, there will be interviews for Technical Services Supervisor on December 2. Part Time Librarian interviews are being held on November 21. Full time openings were rare in prior years and normally, when full time employees are hired, they tend to stay. Director Chisaki suspects in the next three years there may be a few long-time employees of 40+ years that will be ready to retire. There are currently eight full time librarians in the whole department.

There were no changes to the draft minutes of the September 10, 2014 Library Board Meeting.

Director Chisaki reported that circulation trends will be provided by the next meeting. Board member Lewis asked about the reports and why check outs have decreased. Director Chisaki explained that the circulation nationwide has decreased and that E-books are not the reason for the decrease in door counts. The Friends book sale numbers were down to \$16,000 from \$19,000, although the number of book donations hasn't decreased. Board member Lewis asked if patrons are counted at after-hours book events and Director Chisaki responded that we don't have door counters at the back door, so not all patrons are counted.

Director Chisaki pointed out that the negative number for Salaries/Special Pay on the Expenditure Report is the vacation payout for David Hall. American Library Association (ALA) is coming to San Francisco in 2016 and Director Chisaki would like to set money aside to allow for staff to attend this conference.

Board member Lewis moved to approve the Consent Calendar. Board member Wetzork seconded the motion, which passed with a 5-0 vote.

UNFINISHED BUSINESS

A. None.

NEW BUSINESS

A. Library Art Donation Policy (J. Chisaki)

Director Chisaki gave the Library Art Donation Policy to David Hall to give to the Art Committee. The Committee was fine with the Policy as is. Director Chisaki made changes that added to the Gifts and Donations Policy, which was approved and adopted by the Library Board on March 14, 2007, which covers items other than art, such as, books, magazines, and equipment. Vice President Whyte asked about the disposal of donations and Director Chisaki clarified the City would auction the items and the money collected would go to the City, not directly to the Library. President Atkin asked if there are any other art pieces that the Library has disposed of. Director Chisaki explained that the Library has not disposed of any art, but has moved pieces throughout the building. Board member Hartigan asked for clarification of policy language regarding whether the Library or the Library Board is responsible for accepting and disposing of gifts. Board member Wetzork prefers the responsibility to lie with the Library Board. Board member Lewis suggested that Library staff /Director make recommendations to the Board and the Board will either approve or deny. President Atkin suggested moving the "Library Discretion" section of the policy to the top and add an affirmative statement stating final decisions as to the acceptance of donations are subject to approval of the Library Board at the recommendation of the Library Director. President Atkin also asked Director Chisaki to look at all clauses and bring back in January. Board Member Hartigan asked if "Installation/Maintenance Costs" language should be changed so the responsibility no longer falls on the donor, since they no longer own the piece. Director Chisaki has no problem taking out the statement that the maintenance costs are the responsibility of the donor.

B. Alameda Free Library Foundation (J. Chisaki)

The Alameda Free Library Foundation completed the 2015 by 2015 campaign and raised approximately \$50,000. The Foundation will meet on Monday, November 17 and will discuss the presentation of the check to Mayor Gilmore at the December 2, 2014 City Council meeting. They will also discuss whether they will take a year off from campaigning and concentrate on getting annual gifts. Director Chisaki has asked staff if there is something they would want the Foundation to fundraise for. Some feedback included rearranging the entrance area to the library, and adding a flat screen to run announcements. Director Chisaki will approach an architect to get an idea of costs for a rendering for donors to see the proposed changes. Director Chisaki said she estimates the cost to rearrange the entrance area could cost \$80,000 - \$100,000, to which Board member Hartigan agreed. Director Chisaki asked the Board if there were any objections to pitching the idea to the Foundation and there were none. President Atkin commented that if we are spending \$100,000, it should add value and should include more than moving shelves. Board member Hartigan agreed that there needs to be more bang for the buck if the project costs \$80,000- \$100,000. President Atkin asked about putting a process in place to seek Board approval before moving forward with projects. Director Chisaki assured that whatever is done with the project, the Library Board will be the governing body.

D. Friends of the Alameda Free Library (J. Chisaki)

Director Chisaki reported the Friends made approximately \$16,000 at the book sale. The Merge Committee met with Deborah Doyle and she estimates it will take at least one year before they are ready to merge.

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

Li Volin asked if the Library Art Donation Policy includes accepting art on loan, to which Director Chisaki responded no. Li suggested items such as architectural renderings from students can be put on shelves on wheels and does not require a crew to come in and install. President Atkin thanked Li for her suggestion. Director Chisaki confirmed there were no other patron suggestions.

LIBRARY BOARD COMMUNICATIONS

Board member Lewis commented that she parked in the Library's lot and the lights looked great. Vice President Whyte shared her daughter's excitement when the Library's School Resource Services Liaison, Linda Valler, came to her class to discuss library books. Director Chisaki stated Linda does great outreach for the Library.

DIRECTOR'S COMMENTS

Director Chisaki announced that Technical Services Librarian, David Hall's last day in the building is November 20, so there is an informal cake and coffee reception at 3:00 p.m. in the Staff Room, and the Board is welcome to attend. Laura Klatt, former Circulation Supervisor, will come in to cover his duties until a permanent replacement is hired.

ORAL COMMUNICATIONS, NON-AGENDA GENERAL

None.

ADJOURNMENT

The meeting was adjourned at 7:24 p.m.

Respectfully submitted,

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