



**MINUTES OF THE  
ALAMEDA FREE LIBRARY BOARD MEETING  
WEDNESDAY, JANUARY 13, 2016**

The regular meeting of the Alameda Free Library Board was called to order at 6:02 p.m.

**ROLL CALL**

Present: Catherine Atkin, President  
Kathleen Kearney, Board Member  
Nancy Lewis, Board Member  
Suzanne Whyte, Vice President  
Gertrude Woods, Board Member

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 November and December 2015.
- \*B. Draft Minutes of the Regular Library Board Meeting of November 18, 2015.
- \*C. Library Services Report for the Months of October and November 2015.
- \*D. Financial Report Reflecting FY15/16 Expenditures by Fund for November and December 2015.
- \*E. Bills for Ratification for the Month of November and December 2015.

Director Chisaki discussed a letter from a library patron that suggested changes to the library, such as lighting options and rolling bookshelves, as well as fundraising ideas to pay for the changes. Director Chisaki informed the Board that there are currently shades on the windows, and for earthquake safety, the bookshelves are fixed. Director Chisaki does not support the patron's recommendations.

Libraries Outside project is ebbing and flowing. The backpacks are circulating, but the National Park backpacks are not moving as quickly as the East Bay Regional and California State Parks. There were 21 attendees for the Pinnacles National Park talk. Advertising is being expanded to increase attendance to these events.

Children's department continues to do well with amazing ideas. The Noon Year's Eve Party was a success. There were crafts, a dance party, a selfie station and, a balloon drop at noon. Two days later there was a life size Chutes and Ladders program that was thoroughly enjoyed by participants.

Adult services is trying new programs. Adult Recess had a low turnout and may market the program differently if it is done again. Puzzles are popular with the patrons, so donations are gladly accepted with 5,000 or more pieces. Vice President Whyte suggested a puzzle contest where the teams compete to complete their puzzle the fastest.

ILS RFP responses are expected back early February. There will be an evaluation of responses and a short list will be created, followed by in-house visits and staff demos. Once a selection is made, there will be a presentation to the Library Board. The Board will be asked to do a Resolution of support to bolster our request to City Council to accept the selected vendor.

The CENIC project is almost completed. The main library is on the 1G fiber network and the two branches are wired, but not yet connected. AT&T will connect the two branches in February. The main library is not taking full advantage of the speed because servers and switches need to be upgraded. The upgrade will take two days, which is hoped to be completed over the holiday in order to minimize the time the computers will be down for the public.

The State is issuing one-time money to Libraries in California. Libraries are brainstorming to find a project that will be the best use of money. The suggested project is to be able to issue library cards across different ILS systems using a student ID as a library card.

Director Chisaki asked the board if they want to keep the Hotlines in the board packet. President Atkin suggested that if the Director sees an article that may interest the Board, then it can be included in the packet.

Activity reports are looking up and slowly making strides in the right direction. The west end branch continues to struggle. Mid-Year budget adjustments are going to City Council. This will include the part-time minimum wage increase beginning 1/1/16.

Vice President Whyte asked for the status of the book machine. Director Chisaki informed her that it is out of service. Once the maintenance contract expires, the machine will be removed. Once there is enough staffing, the book bike will be sure to go to that area.

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

### UNFINISHED BUSINESS

- A. None

### NEW BUSINESS

- A. Alameda Free Library Foundation (J. Chisaki)

The Friends and Foundation met in December 2015. They will meet again on the 25<sup>th</sup> of January. The merge is moving ahead.

- B. Friends of the Alameda Free Library (J. Chisaki)

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

A patron suggested removing old seasons of TV series and older movies that aren't classics, instead of more movies. The response informed the patron that with the wide variety of patrons, the Library tries to find a balance of offerings. A purchase suggestion form can be completed for specific movies or genres.

A patron suggested more titles by Ann Patchett and Robert Galbraith on Audio. The response informed the patron that we do have some Robert Galbraith selections on audio, and the request has been forwarded to the audiobook selector.

A Patron requested a DVD of the documentary Citizenfour. The response informed the patron that the DVD is on order.

### LIBRARY BOARD COMMUNICATIONS

The Friends of the Library are working brilliantly and will have a variety of books. The book sale will be held on the weekend of April 14, 2016. Volunteers are needed to move the boxes of books.

### DIRECTOR'S COMMENTS

Director Chisaki informed the Board that Sue Mark has been selected as a grant recipient to spend six months in Japan and will take a leave of absence starting in May 2016. A contracted instructor will take over in her absence. The bike repair station has been installed and the big launch is planned for May in conjunction with Bike to Work Day. Teen Librarian, Matt Conciatori has accepted a position in San Mateo and January 13, 2016 is his last day. The Library has begun the process to hire a librarian to replace him. School Resource Services Liaison, Hillary Ake has accepted a position in San Francisco and will stay until March. The process of hiring her replacement will begin shortly.

ORAL COMMUNICATIONS, NON-AGENDA GENERAL

None

ADJOURNMENT

The meeting was adjourned at 6:52 p.m.

Respectfully submitted,

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