



**Minutes of the  
ALAMEDA FREE LIBRARY BOARD MEETING  
July 11, 2007**

The regular meeting of the Alameda Free Library Board was called to order at 7:00 p.m.

**ROLL CALL**

Present: Karen Butter, President  
Ruth Belikove, Vice President  
Leslie Krongold, Board Member  
Alan Mitchell, Board Member  
Mike Hartigan, Board Member

Absent: None

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

President Butter welcomed new member Hartigan, saying it was really nice to have a colleague who helped build the Library join the Board. The Board looks forward to Member Hartigan's help as they move ahead with renovating the branches and planning Library services for the future.

President Butter made mention of the recent death of Archie Waterbury, long-time Library supporter. He will be sorely missed by the community, and especially missed at the Friends book sales. The Board will honor the memory of Mr. Waterbury as the meeting adjourns with a moment of silence.

**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 July 2007. Accepted.
- B. \*Draft Minutes of the Regular Library Board meeting of June 13, 2007. Approved.
- C. \*Library Services Report for the month of May 2007. Accepted.
- D. \*Report from Finance Department reflecting FY 2006-07 Library expenditures (by fund) through June 2007. Accepted.
- E. \*Bills for ratification. Approved.

President Butter questioned the June meeting minutes where a decision had been made that Director Chisaki would report for Board Member Mitchell in his absence. Prior to that meeting, Member Mitchell had requested a leave of absence from the Library Board, and it was assumed he would not attend the Foundation meetings either. Because Director Chisaki attends these meetings herself, she would report to the Board on Foundation activities.

President Butter mentioned the continued decline in checkouts at the branches. Vice President Belikove reiterated that it would be helpful to have some books on display to draw patron interest. Director Chisaki indicated that it is hard to do that at the branches because there really is no extra space. The shelving is lower in the children's area, so there are always books displayed on the tops of those shelves. Vice President Belikove believes that displaying books on top of the shelving would add a certain warmth to the library as well.

President Butter asked for a motion to accept the Consent Calendar as presented. Member Mitchell so moved; Member Krongold seconded the motion which carried by a 5-0 vote.

#### ORAL COMMUNICATIONS, NON-AGENDA (Public Comment)

Audience member Marc Lambert asked if the Board had approved the Library's policy that all patrons must have their library card in order to use library services, particularly to access the Internet on the computers. Director Chisaki responded that it was merely a procedural issue, and did not go before the Board for approval. Furthermore, notices that library cards would be required had gone out for a month prior to this procedure being instituted.

#### UNFINISHED BUSINESS

##### A. Strategic Planning Consultant Responses (J. Chisaki)

President Butter asked Director Chisaki to cite the history of this subject for the benefit of new member Hartigan. After a brief explanation, Chisaki went on to say that the re-released RFP was out on the Library website, and would be advertised in upcoming issues of the Library Hotline. The new due date for RFP responses is September 28; proposal evaluation and candidate interviews will occur approximately the third week of October, with an expected award date coming by the end of the month. Ideally, the whole process should be wrapped up by early spring.

#### NEW BUSINESS

##### A. Nomination and Election of Officers (K. Butter)

President Butter opened the floor for nominations. Member Mitchell nominated Butter for Board President, however, she declined wanting to give someone else a chance at the position. Butter asked Member Krongold if she was interested in the nomination and she agreed. The Board voted unanimously to elect Member Krongold as the new President.

Member Butter asked Vice President Belikove if she would like to continue in her role and she declined. Member Mitchell then nominated Member Butter for the Vice President position, and she agreed. The Board voted unanimously to elect Member Butter as the Board's Vice President. Incoming President Krongold encouraged outgoing President Butter to continue to lead the rest of the meeting.

B. Across the Pages: An Alameda Community Reads (A. Meyer)

Supervising Librarian Annemarie Meyer was in attendance to report on this upcoming event. During the months of February, March and April 2008, a community reading program will occur. The books chosen are "*Bee Season*" for adults, "*A View from Saturday*" for children, with a third title for in-between readers yet to be selected. There will be community programs around the topics of the books, perhaps a community-wide spelling bee. Unfortunately, the author of "*Bee Season*", Myla Goldberg, has declined to come out and speak, so Member Belikove suggested that video-conferencing might be an option. Ms. Meyer will check into that possibility. Books will be handed out around town in the first or second week of February with a wrap-up program scheduled for the third week in April. A press release will be sent out closer to the program's start date.

C. Alameda Free Library Foundation (J. Chisaki)

Director Chisaki reported that the Foundation is in the process of trying to formulate a budget plan. They again talked about the green touch screen for the Library, and would like to have Chisaki make her proposal to the Bechtel Foundation first as an alternative funding source. The Ann Miller Muir Art Fund Silent Auction to raise money for the two unfunded Library art pieces is scheduled for Sunday, August 5 at the Main Library. New Foundation officers are Ben Reyes, President and Luzanne Engh, Vice President-President Elect.

D. Friends of the Alameda Free Library (D. Fullerton)

Director Chisaki said that the Friends are also formulating a budget for this new year. Money raised for the Main Library is under discussion on whether funds remaining might be used for branch work. Income from the book sales is currently steady, however, the amount of money the Library asks for each year exceeds the amount coming in, so that is a concern. The Café is still going strong and making money, and their neon sign is due in soon. The Friends will have a meeting the following Monday.

E. Alameda Free Library Newsletter (M. Merrick)

The main focus of the recent newsletter had been upcoming events, with one article relaying the need for volunteers to sit on the Art Exhibit Committee. Recording Secretary Merrick indicated that the newsletter should be on a regular release schedule

around the end of each month now. Member Butter wondered whether a new logo should be developed for the newsletter, instead of using the library rendering.

Director Chisaki shared that Expressions College is currently working on developing an Alameda Free Library logo for our use. It is just in the beginning stages, and staff is seeing the rough drafts at this point. Everyone is looking forward to “branding” our library and getting that brand out into the public eye, so putting it on the newsletter will work very well.

F. Patron suggestions/comments (Speak-Outs) and Library Director’s response.

Director Chisaki was unable to find the speak-outs she had put in her binder so they will be brought to the board at the August meeting.

LIBRARY BOARD COMMUNICATIONS

President Krongold was curious about what types of programs could be made available to adults at the branches in order to increase door count. One of the big name narrators in audio book recording had been scheduled to come, but backed out at the last minute. Author programs might be an option but they are not a big draw. Audience member Marc Lambert commented that unfortunately the only things that will bring more people through the door are more computers. Director Chisaki shared that she now has a load of information on laptop lending and intends to move forward with that idea.

Vice President Belikove commented that she had requested several books to be on reserve and they are all coming in at the same time now. What wasn’t working well before is now working a little too well. Director Chisaki explained that the acquisitions department sends out new book orders every week. Fiction, non-fiction and children’s books are now all in one cart.

DIRECTOR’S COMMENTS

The Library is starting to receive letters of interest for sitting on the Art Exhibit Committee, so these will be copied and put in the next board packet for review. Candidate selections could potentially be made at the August meeting. Director Chisaki has been sending out the exhibit policy and procedures to interested parties as she receives inquiries.

Summer reading is almost halfway through, and there are over 1,400 children participating. The Supervising Children’s Librarian has started movie afternoons on Thursdays, and there was a very successful puppet show the previous day. A gaming program called “Active Afternoons @ the Alameda Free Library” will start on August 1.

The library is looking at statistics and use of the building so open hours might be adjusted. Other libraries of comparative size are being surveyed for staffing levels, such as how many full-time versus part-time staff there is; do the part-time people get any benefits (ours do not), etc. Chisaki

would like to increase full-time staff and decrease part-time staff to have a more consistent work schedule. The board will stay informed as this project moves forward.

ADJOURNMENT

A moment of silence was shared in memory of Archie Waterbury, then Member Butter asked for a motion to adjourn at 8:25 p.m. Member Mitchell so moved; Member Krongold seconded the motion which carried by a 5-0 vote.

Respectfully submitted,

Jane Chisaki  
Library Director and  
Secretary to the Library Board

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