



**Minutes of the
ALAMEDA FREE LIBRARY BOARD
September 14, 2005**

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

ROLL CALL

Present: Leslie Krongold, President
Ruth Belikove, Vice President
Karen Butter, Board Member
Mark Schoenrock, Board Member
Alan Mitchell, Board Member

Staff: Acting Library Director Jane Chisaki, Secretary
Laura Chaquette, 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 September 2005. Accepted.
- B. *Draft Minutes of the Regular Library Board meeting of August 10, 2005. Approved.
- C. *Library Services Report for the month of July 2005. Accepted.
- D. *Report from Finance Department reflecting FY 2004-05 Library expenditures (by fund) through August 05. Accepted.
- E. *Bills for ratification. Held over to the meeting of October 12, 2005.

There was a brief discussion regarding two unfunded budget items in the Finance report. Board member Butter asked if the library statistical report is back on track. President Krongold asked when the move to the new building would start. Acting Library Director Chisaki stated that the move would begin in September 2006.

President Krongold asked about the new library cards and if there was a favorite design picked by patrons. Circulation Supervisor Chaquette stated that patrons were not favoring one card more than the others. President Krongold asked why the graphics for the new library card design was not given to an Alameda designer. Ms. Chisaki stated that it was an open competition but in the future consideration would be given to an Alameda company.

Board member Mitchell MOVED approval of the Consent Calendar. Board member Butter SECONDED the motion which carried by a unanimous voice vote.

UNFINISHED BUSINESS

None.

NEW BUSINESS

A. Discussion of Materials Security and Inventory System. (J. Chisaki)

Acting Library Director Chisaki led a discussion on the Materials Security and Inventory System (RFID). The Request for Proposal (RFP) has been completed along with the staff report that will go before the City Council on October 4, 2005. If accepted by the City Council the RFP will be released for bid on October 5, 2005.

Board member Butter asked if there would be changes to the Express Check equipment. Ms. Chisaki stated that it would depend on what vendor was chosen. Ms. Butter asked about the cost of the new equipment. Ms. Chisaki stated that it would cost approximately \$300,000 and the funds were already budgeted. The maintenance costs would run about 15-20%.

Board member Butter asked if the public would receive information about the new technology. Ms. Chisaki stated that library publicity would emphasize education of the public about RFID. It would also stress the fact that patrons would keep their existing card, no "smart cards" are in the plan. RFID is just a new way to read the barcode information on library materials.

Board member Schoenrock asked about the conversion process. Acting Library Director Chisaki stated that it would again depend on the vendor that is chosen, but that it could take place in conjunction with circulation of the items. New materials would have the tags added as part of the processing for shelf ready materials.

President Krongold asked where the processing would be done. Ms. Chisaki stated that new materials would include processing with RFID tags. David Hall and Laura Chaquette are having conversations with various vendors about opening day collections that include complete processing.

Acting Library Director Chisaki explained that since the agenda item stated that a “discussion” would take place rather than a “recommendation”, a vote of support for the Materials Security and Inventory System could not be taken. Ms. Chisaki stated that Library Board members may state support of the idea, but that it could not be a formal recommendation. The Library Board agreed to support the recommendation made by the Acting Library Director.

Board member Butter stated that she felt that the Board should be part of future actions taken by the Library.

B. Alameda Free Library Foundation (R. Belikove)

Board member Belikove reported that the Library Foundation did not meet in August. Ms. Belikove stated that there were Board vacancies due to term limits.

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

The Friends of the Alameda Free Library did not meet in August. President Krongold stated that the next book sale is in October and that the Friends were looking for fundraising ideas.

D. Library Building Watch (L. Krongold)

President Krongold stated that the next newsletter will go out the week of September 19th.

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

Acting Library Director Chisaki read one input/feedback form regarding; purchasing the audio recording of *Harry Potter and the Half-blood Prince*.

ORAL COMMUNICATIONS, NON-AGENDA (Public Comment)

Mark Perlin from the College of Alameda asked what warranted \$300,000 in expenditures for a new security system. Acting Library Director Chisaki explained that all libraries have security systems. This upgrade is needed due to the fact that we can no longer purchase parts/maintenance contracts for our current outdated system. Board member Butter added that this particular system includes inventory capabilities.

Mr. Perlin asked about the decrease in material checkouts. Board member Butter explained that the drop represents a comparison between July of 2004 and July of 2005. The significant statistics are better understood when looking at the overall trend that shows a steady increase over an extended period of time.

Mark Lambert stated that the BALIS Advisory Committee will meet next week.

LIBRARY BOARD COMMUNICATIONS

There will be a *Bookies by the Bay* dinner hosted by the Literacy Departments from Alameda County, Alameda City, Berkeley and Oakland.

DIRECTOR'S COMMENTS

Acting Library Director reviewed her report with the Board. In addition, she mentioned that she received approval to hire two part-time librarians, one for branches and Adult Reference, and one for the Children's Department. Ms. Chisaki announced that Spooky Night will take place on 10/27/05.

ADJOURNMENT

Board member Mitchell MOVED to adjourn the meeting at 8:04 p.m. Vice President Belikove SECONDED the motion which CARRIED by a unanimous voice vote.

Respectfully submitted,

Jane Chisaki
Acting Library Director and
Secretary to the Library Board