



**MINUTES OF THE  
ALAMEDA FREE LIBRARY BOARD MEETING  
WEDNESDAY, NOVEMBER 8, 2017**

The regular meeting of the Alameda Free Library Board was called to order at 6:04 p.m.

**ROLL CALL**

Present: Kathleen Kearney, President  
Amber Bales, Board Member  
Cynthia Silva, Vice President  
Travis Wilson, Board Member (Arrived at 6:06 p.m.)  
Dorothy Wismar, 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 September and October 2017.
- \*B. Draft Minutes of the Regular Library Board Meeting of September 13, 2017.
- \*C. Library Services Report for the Months of August and September 2017.
- \*D. Financial Report Reflecting FY17/18 Expenditures by Fund for September and October 2017.
- \*E. Bills for Ratification for the Months of September and October 2017.

Director Chisaki announced she received the go ahead to ask at mid-year budget to do a Capital Project for the West End Library and completely air condition the building. If there are hot days, all three libraries can be announced as cooling centers. When there was smoke from nearby fires, smoke could be smelled in the building. Patrons were told even though smoke could be smelled in the building, it was

better to be inside the building than outside. The Main Library has inline HVAC filters, which allows HEPA filters into the system. Director Chisaki will get the special filters and swap them out in the event they are needed.

The City Manager is looking at how the city is prepared for emergencies. Director Chisaki will contact other libraries to see their emergency plans. She will contact the Library Director in Napa since they recently put their plan into practice.

Next year, Director Chisaki would like the Library Board to work on getting rid of fines. This will allow equal access to all patrons and not just those that can afford to pay for fines.

Director Chisaki informed the Board about the progress of the Student Connect Code project. The MOU has been approved by the school district. Discussion about data dump, test batch, and e-cards are upcoming. The student's name, grade and student ID numbers are the only information needed and it will follow them through junior college. If the students would like to take something out of the library, they will need to get a full service library card. Parents have the option to opt-out if they don't want their child to participate.

The Friends' Book Sale went smoothly with the new leads. They will buy equipment to use for future book sales and create a list of what is needed each time. They grossed \$17,000 which is around the amount normally made.

Board Member Wilson asked how parents can opt-out of the Student Connect Code and if they can use regular library cards. Director Chisaki explained that if students have a library card now, they will still have that card. They will also receive a code if they want to participate in the Student Connect Code program. If students have a full service library card, they can access what they would with the Student Connect Code.

There were minor corrections to the Draft Minutes of the September 13, 2017 Library Board meeting. Board Member Wilson moved to approve the Draft Minutes with the corrections. Board Member Wismar seconded the motion. Board Member Bales moved to approve the Consent Calendar. Board Member Wilson seconded the motion, which passed with a 5-0 vote.

#### UNFINISHED BUSINESS

##### A. Little Libraries. (J. Chisaki)

President Kearney and Board Member Wilson attended the ribbon cutting ceremony for the little free libraries. Supervising Children's Librarian, Eva Volin is stocking them with advanced reader copies from publishers. Director Chisaki said an Eagle Scout will install the rest of the libraries.

B. Friends of the Library Appreciation Activities: Recap ( J. Chisaki)

Director Chisaki reported that the Friends enjoyed Friends Appreciation Week. They enjoyed the Thank a Friend campaign on the website. They were gifted a table cloth with their new logo on it, and have already used it twice. Director Chisaki nominated the Friends as the community non-profit for the Social Services Human Relations Board Community Service Awards. The Friends were not selected, but Honora Murphy of the Friends was selected for her career of supporting children, education, and libraries. She one of the founding members of the Friends. She was a member of the Foundation, and the Library Building Team.

NEW BUSINESS

A. Friends of the Library. (J. Chisaki)

The Friends met in November. Bulletin boards were installed in the Friends' sorting room while the group was on break.

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

Director Chisaki received an email from a patron expressing concern about use of thermal paper receipts and BPA exposure. The patron asked if the library has considered an alternative BPA free paper. Director Chisaki responded thanking the patron for their concern and explained that the paper used is BPA free and attached a screenshot of the product and link to the website for further information. Receipts are printed on demand.

LIBRARY BOARD COMMUNICATIONS

Vice President Silva shared that she thought the proclamation was nice. Board Member Wilson mentioned he spoke with Teen Librarian, Hallie Fields, and the teens are doing great things. He is thinking of ways to do an exchange program between the two boards. Director Chisaki said the Teen Fright Night was one of the most well attended teen programs ever.

DIRECTOR'S COMMENTS

Director Chisaki distributed gifts and wished the Board happy holidays. She mentioned she will be taking a trip to London at the end of December.

ORAL COMMUNICATIONS, NON-AGENDA GENERAL

None.

ADJOURNMENT

The meeting was adjourned at 7:22 p.m.

Respectfully submitted,

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