



**Minutes of the
ALAMEDA FREE LIBRARY BOARD MEETING
June 8, 2011**

The regular meeting of the Alameda Free Library Board was called to order at 6:03 p.m.

ROLL CALL

Present: Michael Hartigan, President
Suzanne Whyte, Vice President
Catherine Atkin, Board Member
Nancy Lewis, Board Member

Absent: Gail Wetzork, Board Member

Staff: Jane Chisaki, Library Director

CONSENT CALENDAR

An asterisk indicates items so accepted or approved on the Consent Calendar.

- A. *Report from the Library Director Highlighting Activities for the Month of June 2011. Accepted.
- B. *Draft Minutes of the Regular Library Board Meeting of May 11, 2011. Approved.
- C. *Library Services Report for the Month of April 2011. Accepted.
- D. *Financial Report Reflecting FY10 Expenditures by Fund for May 2011. Accepted.
- E. *Bills for Ratification for the Month of May 2011. Approved.

President Hartigan requested a wording change to the May minutes on page 1 under Unfinished Business, item A, paragraph 4 which reads in part "...the light fixture on the northeast corner of the West End Library is still wonky..." Director Chisaki will change this to read "...of the West End Library is still *askew* and Vice President Whyte..."—this statement was made in regards to an observation made while passing by the renovated West End Library. Director Chisaki explained that the Library Custodian when out to straighten the fixture but was unable to tighten the fixture in the upright position. A formal work order will be submitted to the Public Works Department to fix both the light fixture and change out the very bright light bulbs that were observed by Vice President Whyte. President Hartigan inquired if the fixture in question was an original or taken down and refurbished prior to painting. Director Chisaki stated that the fixture was an original, cleaned in place and the painting was done around the existing fixture. There being no further questions or comments from the Board, so President Hartigan asked for a motion to accept the Consent Calendar as presented. Vice President Whyte so moved; Member Lewis seconded the motion which was carried by a 4-0 vote.

UNFINISHED BUSINESS

A. Neighborhood Library Improvement Project (G. Wetzork)

Director Chisaki informed the Board the project is almost complete. Project Manager Laurie Kozisek sent an "almost final budget" accounting just hours before the Library Board meeting. There are a few outstanding expenses, most notably engineering charges for May and June from the Public Works Department. The project budget indicates that about \$300,000 will left in the Measure O fund but in conversation with the City Finance Department's person who handles Capital Project budgets, Measure O may have about \$750,000-\$800,000 remaining. Director Chisaki has already requested a final accounting to confirm the remaining amount in Measure O. Also at the Library's request, Finance has contacted the Bank of New York, the bond trustee, and they would check the bond documents for eligible expenses. The City Controller feels that purchasing a new Integrated Library System (ILS) would be an eligible expenditure. If there is in fact about \$800,000, a new ILS System could be purchased and a maintenance fund could be established. Once the balance is confirmed Director Chisaki will bring the item back to the Library Board.

There was a brief discussion on two different ILS vendors, SirsiDynix and Innovative Interfaces and why the Alameda Library purchased SirsiDynix Horizon rather than Innovative Interfaces which also offers Link Plus interlibrary loan.

The City Council had presented Certificates of Appreciation to the members of the Neighborhood Library Improvement Project Team. Nine of sixteen people were in attendance to receive their certificates; a few were mailed out after the meeting. The Mayor has chosen to talk about the neighborhood library renovations as her topic for the Alameda County Mayors Conference this evening.

B. Update on Status of State Budget Reductions for Public Libraries (J. Chisaki)

The City Council met on May 31 in a Special Session to discuss the upcoming budget year. Director Chisaki informed the Board that the City reduction would not be as bad as previously expected. The City Council heard the Library recommendation to close the Main Library on Sundays, reduce the remaining open days to 7 or 8 hour days and reduce each neighborhood Library by one day a week (keeping four open days each). The City Council rejected the idea of closing the Main Library on Sundays and restored the funding for Sunday hours. They were reluctant to reduce the remaining hours but know that it is necessary right now. The new hours are as follows:

Main Library (50 hours / week, formerly 56 hours)

Monday, Tuesday, Wednesday,	Noon – 8:00 p.m.
Thursday	10:00 a.m. – 6:00 p.m.
Friday, Saturday	10:00 a.m. – 5:00 p.m.
Sunday	1:00 p.m. – 5:00 p.m.
Closed Holidays	

West End Library (31 hours / week, formerly 39)

Monday	Noon – 8:00 p.m.
Wednesday, Thursday	10:00 a.m. – 6:00 p.m.
Saturday	10:00 a.m. – 5:00 p.m.
Closed Tuesday, Friday, Sunday, Holidays	

Bay Farm Island Library (31 hours / week, formerly 39)

Monday, Thursday	10:00 a.m. – 6:00 p.m.
Tuesday	Noon – 8:00 p.m.
Saturday	10:00 a.m. – 5:00 p.m.
Closed Wednesday, Friday, Sunday, Holidays	

Considerations in selecting the days and hours were: avoiding moving existing programs; not having the neighborhood libraries closed more than two days in a row (necessitating bringing in someone to empty the book drops); providing time for class visits; looking at the door count & people flow; looking at the nights that the public uses the meeting rooms; etc. The basic staffing schedule has been completed and now the behind the scenes activities are being added back. Staff cost for some of the non-public desk activities were determined so those activities could be added back into library services if the budget allowed once the public service desks were staffed. Some examples of “behind the scenes” activities include: accounts payable, homebound delivery program, interlibrary loan, mending, book orders, weeding of the collections, etc. Surprisingly, shelving time was a huge expense and will be trimmed accordingly, most if not all part time staff will have their hours cut back some but will retain employment.

Although no library employees are being laid off, there are two classifications within the library that are subject to possible “bumping” as layoffs occur in other city departments. Those positions are Custodian and Executive Assistant. The Library would keep the positions but the individuals may change if bumping occurs.

There is no news regarding the State Budget as the Governor has not signed anything yet. State funding is currently in a “wait and see” mode.

President Hartigan inquired whether Library Volunteers also assist with the shelving of materials, asked what other jobs they perform and who are these volunteers (demographics of our volunteer pool). Director Chisaki stated that they do help with sorting and shelving, staffing the information desk, some clipping and filing of materials, if their skills are exceptional they might also teach computer classes or work with the Early Learning with Families (ELF) program. The people are a broad age range from high school to retired persons, skilled and unskilled. Library Technician AKA Volunteer Coordinator, Mike Dooley, recruits, trains, and tracks the hours for the library volunteers, with the exception of the Café volunteers. President Hartigan observed that the number of volunteers and the number of volunteer hours on the Activity Report is in a downward trend. He would like to suggest that those numbers should increase and perhaps volunteers can pickup the shelving duties to free up the paid FT staff to do other activities. Director Chisaki said she would speak to Coordinator Dooley and his supervisor, Circulation Supervisor Laura Klatt, to possibly work on recruitment and increase our volunteer participation in the library.

NEW BUSINESS

A. Library Fee Increases (J. Chisaki)

The City will be considering increases to the Master Fee Schedule at a June City Council meeting. Director Chisaki had noticed the room rental rates for Mastick Senior Center, the O'Club, and some of the park facilities were much higher than the Library's room rental fee. She would like the Library Board to consider increasing the room rental fees for the public meeting rooms, effective at the start of the new fiscal year. There is already a fee priority set for the rental fees, the categories are 1. Library uses 2. City or other government agency 3. Alameda Non-Profit / Alameda Resident 4. Alameda Commercial / Non-Resident. Comparisons from other libraries and other facilities in the city were considered. Currently the fee schedule charged the same for the 12 person Family Study Room as is charged for the entire Stafford Room. There was much thoughtful discussion regarding not wanting to price the rooms out of reach of Alameda residents, who/what kind of groups typically rent the meeting rooms, frequency of use by various groups, and room attendants. The small study rooms on the second floor of the library are offered on a first come, first served basis by the Reference staff, and the use is free. After discussion the Family Study Room will remain at the same rental rate of \$20/hr Alameda residents/non-profit and \$50/hr for the commercial/non-residents. This room does not require set-up by the Library. The Stafford Room will have separate charges for using half the room or the whole room. Half of the Stafford Room will be \$50/hr Alameda residents/non-profit and \$75/hr for the commercial/non-residents. The entire Stafford Room will be \$75/hr for Alameda residents/non-profit and \$100/hr for the commercial/non-residents. The attendant fee will remain \$25/hr. President Hartigan asked for a motion on the new fees, Member Atkins made the motion; Member Lewis seconded the motion which was carried with a 4-0 vote. The new fees will go into effect on July 1 and will also be charged if the renter schedules but does not cancel before their date.

Director Chisaki explained what Interlibrary Loan (ILL) is and how it works at the Alameda Library. Interlibrary Loan is a service the Library currently offers for free. The Library will request, mostly books, materials from libraries outside of Alameda, as far away as Canada, at no cost to the customer. Alameda does not borrow or lend materials in the current publishing year; microfilm; media (audio or visual); whole periodicals; or non-circulating items. Each library sets their own policies regarding what they will or will not lend. Many libraries have either instituted charging a fee for Interlibrary Loans or have discontinued the traditional ILL and have gone to "Link Plus" which is a seamless way of requesting materials from participating libraries outside the home library through the Integrated Library System (ILS) provided by Innovative Interfaces. The Alameda Free Library does not have Innovative Interfaces as the ILS so going to Link Plus is not an option. The recommendation from the ILL staff is to charge a \$5.00 fee per request, whether or not the customer receives their item. This is not a full cost recovery fee but a fee that would reduce the number of requests because it is hoped that customers will only request items they really want not just every title in a series they enjoyed. The number of staff hours spent working on ILL requests will be reduced in the new fiscal year so this is also an attempt to trim the work load and perhaps recover the cost of using the mailers for shipping and postage. After much thoughtful discussion, the Library Board voted to charge a \$5.00 per request fee for Interlibrary

Loan requests. A motion was made by Vice President Whyte to adopt a \$5.00 fee per ILL request; the motion was seconded by Member Atkin which was carried with a 4-0 vote.

B. Alameda Free Library Foundation (J. Chisaki)

The Foundation will be meeting in June with a full Board now that they have sixteen members. Prior to the June meeting Director Chisaki will be giving a "behind the scenes" tour of the Main Library. Many of the new members are retired educators. The Foundation will have Co-Presidents for the upcoming year, Jan Greene and Carol Robie will be the Presidents, Sue Coberg will be Vice President, Seamus Wilmot will be Treasurer, and Jennifer Cheng is the Secretary. Out going President Luzanne Engh will continue to work with the Concert Committee and plans to concentrate on fundraising activities.

Last month Director Chisaki mentioned to the Board that the Library was receiving memorial donations in memory of a Mr. Donald Bruzzone. The Library received a Trust Notification addressed to the Alameda Free Library Foundation in care of Director Chisaki. Upon further investigation, the family's intent is for the \$20,000 Trust to go to the Foundation, not the Library (City) memorial fund. Mr. Bruzzone was a former Library Board member in the 1960's. Live @ the Library is moving forward with concerts in September, October and November. There may be a special holiday concert in December and a special performance by Frederica Von Stade & the Berkeley Children's Chorus in February at the Alameda Theater.

Member Whyte inquired why the Foundation Board has so many members (16) to which Director Chisaki explained that the Foundation Board is a Working Board and there are not members who assist with the tasks of the Foundation in putting on events. President Hartigan thought the "behind the scenes" tour of the Library was a good idea and suggested that perhaps the Library Board would like a similar tour before the July Board meeting. Other Board Members present expressed interest so the Library Board will have a Library Tour before the July 13 meeting.

C. Friends of the Alameda Free Library (K. Minney)

Friends Representative Minney informed the Board that he had missed the last Friends of the Library meeting due to illness.

President Hartigan commented that he had attended the Friends Used Book Sale in May and he had read in the Friends Newsletter the wrap-up article about the sale. He mentioned that while working the sale on Friday night he noticed the large number of books sold and the huge number of boxes of books that booksellers and others were purchasing that night. He had heard the discussion regarding whether the Friends are charging enough for the books? He suggested that perhaps the Friends might consider, using the existing dot system, charging more on Friday night and less on the following days, similar to a Dutch auction. Mr. Minney said he would forward the suggestion on to the Friends membership. President Hartigan again congratulated the Friends on a great book sale and reiterated how much his family enjoys going to them.

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

None.

ORAL COMMUNICATIONS. NON-AGENDA (Public Comment)

None.

LIBRARY BOARD COMMUNICATIONS

None.

DIRECTOR'S COMMENTS

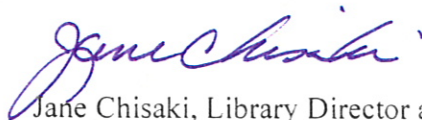
Director Chisaki informed the Board that San Jose Public Library Director, Jane Light, sent an email to the members of the Pacific Library Partnership (PLP) to say that their library system was originally reducing their 20 branch libraries to three open days a week has had funding restored for an additional day each, keeping their operations open four days a week. She and Oakland Public Library Director, Carmen Martinez, along with national library advocate Molly Rafael will be in conversation with KQED Forum on June 9 at about 9:00 a.m.

In response to an inquiry by President Hartigan regarding the whether or not the library would be "net zero" with the solar panel generation. Alameda Municipal Power representative, Bill Garvine, sent an email to say that the Main Library will "net metered" and will receive credit for energy generation when the library is not open but is not be considered "net zero" because the library will always be a bigger consumer of electricity than the library's solar array will generate.

ADJOURNMENT

President Hartigan adjourned the meeting at 8:10 p.m.

Respectfully submitted,



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