



**Minutes of the
ALAMEDA FREE LIBRARY BOARD
JULY 12, 2006**

The regular meeting of the Alameda Free Library Board was called to order at 7:02 p.m.

ROLL CALL

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

Absent: None

Staff: Jane Chisaki, Acting Library Director
Marsha Merrick, 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 July 2006. Accepted.
- B. *Draft Minutes of the Regular Library Board meeting of June 14, 2006. Approved.
- C. *Library Services Report for the month of May 2006. Accepted.
- D. *Report from Finance Department reflecting FY 2005-06 Library expenditures (by fund) through June 2006. Accepted.
- E. *Bills for ratification. Approved.

President Krongold asked if there were any questions from the Board on consent calendar items. Board Member Mitchell inquired about one number that was close to \$50,000 in arrears. "Oth Employer Pd Benefits" stands at -\$47,068.51 for FY06. These dollars are controlled by Human Resources and vary from year-to-year. All departments in the City experienced an arrearage in this account for FY06.

President Krongold mentioned an item in the Library Director's Report titled "Summer Reading Programs". The end of summer reading celebration is scheduled for August 23, not August 24 as noted.

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

UNFINISHED BUSINESS

A. Materials Security and Inventory System - Update (J. Chisaki)

Acting Director Chisaki indicated that things were still on target with the tagging process. Staff has had to adjust the placement of tags in children's books, so as not to cover up pictures or pop-ups. Board Member Butter inquired if the RFID equipment would be installed by the time the new Library opens. Director Chisaki said that as soon as David Hall returns from vacation they would be addressing this issue. The IT contracts were awarded by Council, and the vendors are ready to proceed. Chisaki expressed her confidence that everything would be installed and ready to go by opening day.

B. Discussion of BALIS System Advisory Board Member (J. Chisaki)

Acting Director Chisaki spoke about Rebecca Kozak who is more than happy to be our new SAB Representative. There was a small drawback in the appointment process, however, so Rebecca has not been officially named yet. Chisaki had followed the same procedure as the previous director by writing a staff report and resolution for Council to approve. One of the Council members questioned this because the SAB is not a standard Board or Commission of the City. The item ended up being pulled from the agenda prior to the meeting. The Mayor will most likely nominate Ms. Kozak for the position at the next regular City Council Meeting, and then officially appoint her at the following meeting.

NEW BUSINESS

A. Meeting Room Use in New Main Library (J. Chisaki)

Acting Director Chisaki gave out the City's Management Practice governing meeting room use. Chisaki also gave out a summary of policies that other libraries follow in regards to this subject. How to apply rules and rules for meeting room use are standard fare, and in most cases, the Director (or similarly titled position) would be able to trump all, i.e. have the final say on what groups get priority consideration.

First steps are to identify the rooms available for use, and then determine who would do the booking of these rooms. The smaller group study rooms which accommodate 4-6 people might be booked at the Reference Desk, and the larger meeting rooms might be available in a busy search on GroupWise, however, the actual booking would be done by the Executive Assistant or Director.

Board Member Butter stated that the Board should have a say on the rooms available for public use; Board Member Schoenrock asked how the fee structure works in other libraries, and added that community groups should have priority consideration over City departments. Another question came up on how people would access the conference rooms after hours, and whether a staff member would have to be present to clean/lock up after the meetings conclusion.

After some discussion, the Board directed Chisaki to mock up a Library Meeting Room use policy, and bring it to the August 2006 meeting for the Board's review. Board Member Butter suggested that, even without a room policy in place, they give the go-ahead to BALIS to host the CALTAC conference later this year.

B. Alameda Free Library Foundation (A. Mitchell)

Board Member Mitchell spoke on the topics discussed at the Foundation's June 20th meeting. Medallion artwork would not be installed by June 30th because the artist needs a level surface to work on; furniture for the new Library came in under budget; bookmarks were to be given out at the July 4th parade and the fair at Rittler Park; Barbara Mooney will do the food at the Gala scheduled for October 28th, with the Foundation donating \$5,000 towards the effort; donor wall uniformity was again a topic; and, the donor wall will be fronted by a glass plate, with a removable piece behind for adding names in the future.

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

Friends President Skeen reported they had \$15,000 earmarked for Grand Opening events. A committee will meet to decide on giveaways; November 2nd will be the ribbon-cutting ceremony and November 4th will be family day. The Friends will help with refreshments for Brian Wong's author night. A café meeting is scheduled for next week. There will not be a regular Friends meeting in the month of July.

D. Library Building Watch (M. Merrick)

Recording Secretary Merrick stated that due to Fiscal Year-End budget projects, she was unable to release a new edition of the Library Building Watch; however, there would probably be an issue forthcoming prior to the end of July.

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

Acting Director Chisaki had only one speak-out to comment on. A patron was distressed with the brown paper towels we now stock in the restroom. They stated that they were of inferior quality. They fall apart in your hand and you end up using twice as many towels. Chisaki responded that the Library was trying bio-degradable towels which are less costly and environmentally friendly. Once we have used up the supply we have, we will go back to using the larger, less-fragile white towels.

ORAL COMMUNICATIONS, NON-AGENDA (Public Comment)

Board President Krongold read a resolution thanking outgoing SAB Representative, Marc Lambert, for volunteering his time and efforts during the last 4 years as the liaison to BALIS. The framed resolution was signed by all the Library Board members, and was presented to Mr. Lambert along with applause by all present.

LIBRARY BOARD COMMUNICATIONS

Board Member Belikove inquired about the Winkenbach Trust Fund money and where it had been spent. The money was deposited to our Memorial Fund and is being used to purchase books for the new Library's "Opening Day Collection". Board Member Butter asked if the Board could have an ongoing list of the donations we receive, and where the money will be spent. Recording Secretary Merrick will start providing this information to the Board in their packet, starting with the August 2006 meeting.

DIRECTOR'S COMMENTS

Acting Director Chisaki informed the board that she had made the "short list" for the Director's position and her second interview with the City Manager and Assistant City Manager is slated for the last week in July 2006. No other information is available.

With the advent of summer break, the teen problem the Library was experiencing pretty much went away.

The Leydecker family has donated a painting of their Victorian home to the Library and it will be displayed at the Bay Farm Island Branch, which sits in Leydecker Park.

ADJOURNMENT

Board President Krongold called for a motion to adjourn the meeting at 8:26 p.m. Board Member Mitchell so moved, Board Member Schoenrock seconded the motion, and it was carried by a 5-0 unanimous vote.

Respectfully submitted,

Jane Chisaki
Acting Library Director and
Secretary to the Library Board

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