



**Minutes of the
ALAMEDA FREE LIBRARY BOARD
MAY 10, 2006**

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

Absent: Alan Mitchell, Board Member

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 May 2006. Accepted.
- B. *Draft Minutes of the Regular Library Board meeting of April 12, 2006. Approved.
- C. *Library Services Report for the month of March 2006. Accepted.
- D. *Report from Finance Department reflecting FY 2005-06 Library expenditures (by fund) through April 2006. Accepted.
- E. *Bills for ratification. Approved.

Member Schoenrock mentioned the door count issue brought up in the April 12, 2006 meeting. Acting Director Chisaki indicated that she had asked staff for their input on the declining numbers. Last spring, a new system was put in and there were problems with statistics. By the end of May 2006, this issue should go away and circulation numbers will stabilize, as the Library will have been on the new Horizon system for a year.

This does not, however, solve the door count issue. There have been a lot of problems with teenagers that visit the Main Library, and other patrons are now visiting the branch libraries so they don't have to deal with them. The Library is not seeing the problems with the teenagers so much anymore, now it seems to be middle school kids that are acting up. Because we are not fully staffed, we don't supervise as well, and the kids get out of control, scaring the patrons away. The police are called in almost daily, and there is a behavior policy in place as well, however, the kids just keep coming back, even after they have been asked to leave.

Member Schoenrock then inquired as to who Don Roberts is. Acting Director Chisaki gave a brief description of Mr. Roberts' website, and explained that he claims to be a primary news source in the Alameda community. She gave out the website address for anyone who was interested in finding out a little more about what Mr. Roberts does.

President Krongold asked about an item in the Director's letter about David Hall and the status of the IT bids. As of this morning, the bids had not been reviewed as they were single source, so there is no new news at this time.

President Krongold asked for a motion to approve the Consent Calendar as presented. Board Member Butter so moved; Board Member Schoenrock seconded the motion which carried by a 4-0 unanimous vote.

UNFINISHED BUSINESS

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

Acting Director Chisaki indicated that the tagging project was still moving forward. The Bay Farm Island collection already has over 6,000 items tagged, so it's very likely that by the first week of June, their collection should be completed. As items are returned to all three Library locations, they are getting tagged as well. The media collections are next on the list.

Laura Chaquette is busily working with the architect and Libramation to build a circulation desk that will work. Measurement information submitted by these two entities conflicted enough so that the desk area needed to be re-worked. The lay-out now looks good and will be user-friendly for staff and patrons alike.

B. Proposition 81 Status Report (J. Chisaki)

The City Council passed the resolution and it has been forwarded on to the County coordinator. The Library Foundation and the Friends of the Library also voted to endorse the proposition. Unfortunately, the Proposition is not polling well at this time with Republicans, so there is a need to "stir the pot" and get people interested. Acting Director Chisaki indicated that if Proposition 81 passes, the first \$300

million will go to cycle 3 outstanding applications that did not get funded under Proposition 14.

NEW BUSINESS

A. Discussion of Services for Baby Boomers (K. Butter & J. Chisaki)

Acting Director Chisaki drew attention to an article contained in the Board packet that had been forwarded to her by Board Member Butter. This article was a “Call to Action” for Libraries to start thinking about services they could offer the Baby Boomers who are turning 60 and looking at retirement. Member Schoenrock brought some great ideas to the table which started a lively discussion.

One of the ideas brought forth was to get these Boomers as volunteers who would act as docents or greeters. A volunteer coordinator position might have to be established in this case, so this designated staff member could be in charge of the volunteer program.

Some of the other ideas were to have the meeting rooms available so book clubs could gather; perhaps a lecture series could be put together on Managing Assets or other related financial literacy issues; health lectures from Alameda Hospital would probably also be of interest to this large section of the community.

B. Discussion of BALIS System Advisory Board Member & Change of Board By-Laws (J. Chisaki)

Acting Director Chisaki talked about getting a new SAB representative to replace the current incumbent, Marc Lambert, whose term is expiring. When Chisaki and Lambert attended the annual SAB BALIS Admin Council dinner, they asked where they might recruit for this position. Without exception, the other SAB members were also members of the Library Board or Commission for their City/County. It was suggested that the Alameda Library Board by-laws be changed to require that the SAB representative be a member of the Board. The City Attorney’s office has confirmed that the Library Board has the power to change their by-laws if they wish to do so.

President Krongold asked about the requirements for this position, and Marc Lambert provided an outline of expected commitments. There are four or five regular business meetings per year, held on Wednesday evenings, which last approximately 1 ½ hours; participation is requested for Day in the District and Legislative Day in Sacramento; the SAB does not meet during the summer months. The initial term is 2 years, renewable for an additional 2 years, and because it is a public board, the appointment needs to go through the City Council, as with other boards. The next SAB meeting will be in September 2006.

President Krongold called for interest from the Board Members; however, there was no response. Acting Director Chisaki suggested that the board, Friends and Foundation memberships look around for someone and report back in July.

C. Alameda Free Library Foundation (A. Mitchell)

Board Member Mitchell was absent, so Acting Director Chisaki spoke briefly in his place. The gala group has not met again. The Foundation is receiving \$100 checks but not the big money. They are currently working with the marketing/publicity firm who designed their letterhead and envelopes to put together a tri-fold brochure to send out to the community.

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

Friends President Molly Skeen talked about the May book sale and indicated it had been quite successful – over \$14,000. The next book sale will be the first weekend in October on the 6th, 7th and 8th. The next Friends meeting will be on Monday, May 15th, and Karin Lundstrom has requested funding for the teen program; Molly was sure that the request will pass. The Friends are in the process of shifting gears, now that the new Library is being built, what will their focus be going forward. They have several committees meeting to think about things such as: the Grand Opening committee which has met twice so far; the Café planning committee figuring out what they're going to serve, how they're going to staff it; the New Membership committee – the Friends feel they should have more members so they're looking at ways to build up the membership; there is also a By-Laws committee; and an Audit committee that is looking at how they handle their money.

E. Library Building Watch (M. Merrick)

Recording Secretary Merrick had nothing new to report since she took over the Library Building Watch from Board President Krongold. Merrick said that she had been hopeful of getting a new issue out prior to the Board meeting, but it did not happen due to vacation and workload issues. Merrick stated that the following week was looking pretty good, so was again hopeful of getting the ball rolling.

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

There was only one comment, and that was a request to increase the size of the type on the outdoor signage. The patron indicated that the days and hours of business are way too hard to read. The Library responded that there is not sufficient space on the sign to increase the size of the type. We will only be in this location for a short time, and hopefully the signage at the new Main Library will be easier to read. A suggestion was made to ask a staff member for one of our bookmarks that have the days and hours listed for all branches.

COMMUNICATIONS, NON-AGENDA (Public Comment)

SAB Representative Marc Lambert mentioned that at the last SAB meeting he heard that CalTech would like to hold some of their events at the new Library, and inquired on how room reservations were going to be made. Acting Director Chisaki stated that a policy must be in place first; research is currently being done. The City Attorney's office has recommended that the Library go with the same policy covering the conference rooms in City Hall and at Alameda Point. Community groups can use the rooms if they book them through a City staffer. Much discussion ensued and examples of how other organizations handle their meeting rooms were given. Acting Director Chisaki promised to keep this item moving forward and keep the Board informed of progress.

LIBRARY BOARD COMMUNICATIONS

Board Member Belikove mentioned that she really enjoyed her tour of the new Library. Board President Krongold asked if the space under the stairs could be used to hold a display case or possibly a piece of art. Acting Director Chisaki responded that the Fire Marshall had some issues because there are sprinkler heads that come up from the floor in case the stairway were to catch on fire, so there could be nothing in this area that had the potential of blocking the sprinkler heads. Acting Director Chisaki advised Board Member Schoenrock there were no Friday tours available. Chisaki would inquire about the possibility of an evening tour, perhaps prior to a regular City Council Meeting.

DIRECTOR'S COMMENTS

Acting Director Chisaki shared a picture of Bob Haun, Library Project Manager, standing in front of the Levi's insulation wall in the new Library.

Chisaki spoke briefly about the furniture bids coming in significantly under budget. The money saved on this piece will be utilized for branch improvements down the road. Furniture contract awards will be presented to City Council for approval at their meeting on June 6th.

The media, the LBT and most of the Library staff have toured the new building. Since the press has gone through, there will be articles coming out in the Alameda Journal and the Alameda Sun very soon.

The contract for the artist to do the mural piece behind the circulation desk has been approved by Council. The completed medallions will most likely be installed on the outside of the building in the early part of June.

There was an article in the Times Star about their "Book Bucks" program. This program encourages kids to read and earn book bucks to spend in local businesses.

Chisaki informed the Board that she has a budget meeting with the City Manager on the following Monday, May 15th. She will be asking for re-funding of the Director's position, the Supervising Reference Librarian position and two Library Technician positions that show on the work plan but are not currently funded. Chisaki is also asking for two new entry-level Librarians, and an IT support technician. The IT position will actually be in IT's budget, and the Library will contract with them for their services. In order to fund these Library positions, budgets in other departments may unfortunately have to be cut. However, Council is fully supporting the funding of the new Library positions.

The Alameda Reads Literacy Program has a book launching party coming up on May 19th for their new book "Wish You Were Here" – a collection of stories written by the Literacy students. SAB Representative Lambert mentioned that he has not heard about this event. He also stated that he has been asking the Literacy Program Director for items of interest to put in the Friends' newsletter, but she has been unresponsive.

ADJOURNMENT

Board President Krongold called for a motion to adjourn the meeting at 8:46 p.m. Board Member Butter so moved, Board Member Belikove seconded the motion, and it was carried by a 4-0 unanimous vote.

Respectfully submitted,

Jane Chisaki
Acting Library Director and
Secretary to the Library Board