



**Minutes of the
ALAMEDA FREE LIBRARY BOARD MEETING
February 14, 2007**

The regular meeting of the Alameda Free Library Board was called to order at 7:01 p.m.

ROLL CALL

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

Absent: Alan Mitchell, Board Member

Staff: Jane Chisaki, Library Director
Marsha Merrick, Recording Secretary

The Board inquired about Member Mitchell's absence; Director Chisaki let the group know that he was in the hospital recovering from surgery. The Board unanimously expressed their concern and asked Chisaki to pass along their get well wishes.

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 February 2007. Accepted.
- B. *Draft Minutes of the Regular Library Board meeting of January 10, 2007. Approved.
- C. *Library Services Report for the month of December 2006. Accepted.
- D. *Report from Finance Department reflecting FY 2006-07 Library expenditures (by fund) through January 2007. Accepted.
- E. *Bills for ratification. Approved.

Member Krongold inquired if the Director's letter to the Board was a part of the consent calendar, as she wanted to ask about the purchase and installation of a flat screen TV in Community Meeting Room B. Director Chisaki informed the Board that the Library had been directed to have this TV in place by mid-March. President Butter had numerous questions surrounding this topic, and asked that discussion and questions be held until the Director's Comments section of the agenda.

President Butter noted that on the expenditure report it appeared that several items had already been fully spent. Director Chisaki reported that the City Manager would not be increasing the budget at this time, wanting to see where the Library was overall at the end of the fiscal year. Butter went on to inquire about a late fee paid to Bay Alarm. Recording Secretary Merrick explained that when the Library started getting bills from this vendor, both installation and monitoring fees were mixed together. Project Manager Bob Haun had been disputing the installation fees, holding that this had been done by the contractor, and not Bay Alarm. He was sitting on the bills until a certified payroll was produced, and because of this, none of the regular monitoring fees got paid. After everything was settled, there was a small late charge incurred (\$2.25) on the monitoring fees.

Member Schoenrock asked if there would be self-check figures soon. Director Chisaki stated that from 01/16-01/31/07, 58% of circulation at the Main and 18% of Bay Farm Island's circulation was through these stations. Now that the system is functioning and the statistical reporting feature is working correctly, this item will be reported regularly again on the Library Services Report.

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

ORAL COMMUNICATIONS, NON-AGENDA (Public Comment)

None.

UNFINISHED BUSINESS

A. Art Display Policy and Gifts of Art for the Main Library (J. Chisaki)

Director Chisaki had incorporated the changes requested by the Board at the January meeting, and presented another draft of the exhibit policy and application for the Board's review. President Butter asked about language saying that applications are granted on a first come basis. There could be an instance when a suggested exhibit might tie in with something going on in the Library, and this wouldn't want to be put off. Chisaki had included other language in the policy that gives the Library the right to bump a display if the need arises. Butter indicated she was comfortable with the policy as is, and requested that it come back to the Board in six months for evaluation to see if everything was working smoothly. President Butter asked for a motion to accept the policy with the Board's suggested amendments. The motion was provided by Member Schoenrock, seconded by Vice President Belikove and then carried by a 4-0 vote.

President Butter moved on to the gifts and donations policy. Member Schoenrock said he did not know that book donations were directly accepted by the Library; his impression was that these donations went to the Friends. Director Chisaki explained that some people come in and specifically want their book donation to go to the Library or they may be donating a book as a replacement to the collection. The introductory paragraph speaks of the Friends and Foundation; Member Schoenrock would prefer that we direct all gifts of equipment, property, etc. to be given to one of these two organizations. Chisaki said she would ask if the Friends or Foundation would mind being listed as the designated gift recipients, although the Library would still like to directly accept patron's monetary gifts that go into the Memorial Fund. There has not been a gift and donation policy this detailed in the past, so this should help address the more specific situations. Chisaki will expand the introductory paragraph of the policy, incorporate the other Board suggestions and bring the policy back for the Board's approval at the March meeting.

B. Long-Range Planning for Branch Upgrades (J. Chisaki)

Director Chisaki informed the Board that Council would like to see some branch upgrades now, or in tandem with a long-range planning effort. Chisaki read the RFP she had prepared for securing a consultant to facilitate public meetings, recommend improvements, and get long-range planning underway. The RFP will be out for 4 weeks; Chisaki will do a first screening of applications and then interview the top 4 respondents with the Board. A selection decision would probably be made within 30 days of the application closing period. Branch Supervisor Benzi-Youssef has several ideas for immediate branch improvements such as adding more Internet computers at the West End, and installing taller shelving at Bay Farm. Vice President Belikove indicated she knows a professional space/site planner that she would recommend.

NEW BUSINESS

A. Review of Board Effectiveness Training (K. Butter)

The Board had reviewed the packet of information provided by Member Krongold previously. The intent of the training had been to set goals for the Board, such as getting out in the community to ensure they were servicing everyone's needs. Vice President Belikove asked how they could go about enticing unrepresented community members to join the Board, or help set up programs and get involved. President Butter said there were really two issues here; how can the Library reach out to Alameda residents and how can the Board become more visible in the community. Member Schoenrock mentioned that his term was ending in the summer, and the Board could think in the next couple of months about who to approach ahead of time to see if there was any interest.

Member Krongold would really like to see some outreach to the Alameda Reads Literacy group and suggested doing a presentation for them. Director Chisaki said she would be speaking to the Welfare Council in a couple of weeks. Belikove questioned whether anyone knew the individual community leaders, thinking they could sit down and have a conversation to let them know what the Board was trying to do. Another suggestion was to watch for upcoming community events so Board members could attend.

B. Alameda Free Library Foundation (A. Mitchell)

The Foundation did not meet in January, so there was nothing to report.

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

Friends President Skeen was not in attendance, so Director Chisaki provided some information on current activities. The “Friends Appreciation Week” proclamation will be on the March 6 Council agenda. President Butter asked that some of the dollar amounts mentioned in the proclamation be quantified. The Friends have formed a sub-committee to work on events for appreciation week, March 18-24, with a budget of \$2,000. On Tuesday, March 20, one event will take place at each of the branch libraries, and the Main Library will host a series of activities on Saturday, March 24. Press releases are planned, and the Friends will create flyers for posting inside and outside the Library.

The Friends are still looking for additional volunteers to fully staff the Café.

D. Library Building Watch (M. Merrick)

Recording Secretary Merrick had nothing to report.

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

There were several CD and DVD requests; a request to never solicit a patron’s social security number, even at their option; a request to reinstate the best seller lists; a request to use a different PIN number other than the last 4 digits of your telephone number; a request to bring back the date stamp on a sticky note feature; and, a request to update the CD collection with something other than classical music.

LIBRARY BOARD COMMUNICATIONS

None.

DIRECTOR'S COMMENTS

Ms. Rose, who had attended a previous board meeting and expressed safety concerns, has found a favorite reading spot away from the windows in the Library. Director Chisaki had asked a Police Officer that was walking through to have a few words with Ms. Rose as well to help dispel her worries.

City Council has directed the Library to install a TV in meeting room B to accommodate overflow for Council meetings and other City meetings such as ARRA. The Elks used to host the overflow, but they reconfigured their rooms and now cannot accommodate a large group. It will be necessary to install cable in order to pick up the meetings. A 60" TV is being purchased by Project Manager Bob Haun and it will be hooked into the existing sound system in the room. The Library's budget will not bear the cost of this project. Alarm zones will also have to be reconfigured in order to allow after hours use.

Director Chisaki had reviewed staffing recommendations in the plan of service, and found it would add two entry-level Librarians, one in Reference and one in Children's Services, and fill the currently vacant, unfunded positions. President Butter asked Chisaki to bring a chart or something to relate where the Library is in terms of staffing now as opposed to a year ago, and also where we want to be moving forward. Butter understands that the meeting rooms are putting increased demands on staff and wants to get realistic about where staffing levels need to be to accommodate the additional load.

As agreed, the meeting room policy will be reviewed by the Board after 6 months of operation, putting the re-evaluation in May 2007.

ADJOURNMENT

Board President Butter called for a motion to adjourn the meeting at 8:57 p.m. Vice President Belikove so moved, Board Member Schoenrock seconded the motion, which carried by a 3-0 vote, as Board Member Krongold had to leave the meeting at 8:45 p.m.

Respectfully submitted,

Jane Chisaki
Library Director and
Secretary to the Library Board

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