



**Minutes of the
ALAMEDA FREE LIBRARY BOARD MEETING
January 10, 2007**

The regular meeting of the Alameda Free Library Board was called to order at 7:04 p.m.

ROLL CALL

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

Absent: Ruth Belikove, Vice President

Staff: Jane Chisaki, 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 January 2007. Accepted.
- B. *Draft Minutes of the Regular Library Board meeting of December 13, 2006. Approved.
- C. *Library Services Report for the month of November 2006. Accepted.
- D. *Report from Finance Department reflecting FY 2006-07 Library expenditures (by fund) through December 2006. Accepted.
- E. *Bills for ratification. Approved.

Board Member Mitchell wondered what special program mentioned in the Library Services Report would have drawn over 5,500 people. Director Chisaki indicated the large number was due in most part to the Family Day event.

Board President Butter questioned what was happening with the homework coaching. Director Chisaki replied that the first orientation had been held that afternoon, and the program itself would start as it usually does in January. The school district had initially indicated they would not be able to continue the program because they didn't have the funding, but had since found someone for the orientation sessions.

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

ORAL COMMUNICATIONS, NON-AGENDA (Public Comment)

President Butter reminded the Board that this item had been moved up on the agenda so members of the public would have their chance to speak without having to sit through the entire meeting. There were no public members wishing to be heard.

UNFINISHED BUSINESS

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

Director Chisaki spoke about the policy and application drafts. She had also drafted a procedures form so people would know how to go about getting their art exhibited in the Library. There was a reconsideration form as well, which could be used if there were any objections to decisions made by the Library regarding art displays, or perhaps some particular item contained in the Library's collection itself.

Some discussion was held regarding location of art exhibits, and even though there are several spaces available within the Library, each has its own logistics issue.

Board Member Schoenrock commented that there was nothing mentioned about the possibility that staff members may have to move art pieces during the display period, and any liability that may result from that. Director Chisaki had definitely wanted that in the policy herself, and will ensure language gets added to that effect.

Per Member Mitchell's inquiry, the display period for an exhibit will be one month.

The Board asked to see the policy one more time with the additions and changes included, and would vote on adoption at the next board meeting.

B. Friends of the Library "Week" (J. Chisaki)

The Friends anniversary date is March 25th. They will form a committee to come up with ideas for activities similar to what had been done on Family Day. The events will take place during the third week of March, with Saturday, March 24th hosting the bulk of the activities. The Main Library has been the focal point for some time, so many of the programs will be held at the branch libraries. The large community meeting rooms will be booked all day on March 24th for some of the special events. Director Chisaki will write up a proclamation for the Board to review at the next meeting. With their approval, it will then be presented to the City Council at their meeting immediately preceding Saturday the 24th.

NEW BUSINESS

A. Branch Upgrades (K. Butter)

Board President Butter, Director Chisaki and Honora Murphy (Library Building Team Chair) had talked about getting a process in place to follow prior to having community meetings for branch upgrade suggestions. Butter and Chisaki could see the value of moving forward with long-range planning first, and expressed that interest to the Board. It was suggested that a consultant might be hired to help formulate a plan. Director Chisaki had asked the City's Finance Director if the Measure O funds could be set aside in an interest bearing type of account while this planning effort was made, and it seems a good possibility. After some discussion, President Butter asked for a motion to explore long-range planning and for Director Chisaki to bring names of possible facilitators to the Board at the next meeting. Board Member Schoenrock made the motion which was seconded by Board Member Mitchell, and carried by a 4-0 vote. President Butter asked that this item be listed on the next meeting's agenda.

B. Alameda Free Library Foundation (A. Mitchell)

Ben Reyes, Foundation Vice President, and Luzanne Eng, Foundation Treasurer, were in attendance to give a short presentation on the organizations fund-raising efforts. Their bank account stands at approximately \$130,000. The Gala took in \$28,000, with expenses running approximately \$7,000, resulting in a net profit of \$21,200. The Donor Wall, which is nearly completed, came in at \$26,000. The Foundation's funds are presently in a non-interest bearing checking account. They will meet with the Bank of Alameda soon to see what they can do about purchasing CDs and/or setting up a money market account. During the last two weeks of the year, the Foundation took in approximately \$25,000 in donations, which may have been due to tax write-offs.

Board President Butter read the resolution recommending the naming of the large community meeting rooms after Regina K. Stafford, who had contributed heavily to the costs of the new Main Library through her trust. The Board unanimously agreed with the presented wording. Each member will sign the resolution, which will be presented to the Foundation by Board Member Mitchell at the next regular meeting.

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

Friends President Skeen indicated that Café operations are going well, bringing in \$60 - \$100 daily. They appreciate the phone that was installed – it's been a great help. The one ongoing problem they have encountered is having enough volunteers to staff all the shifts. The Friends have a new member who is going to handle their publicity, with a primary focus on the Café. They hope this will bring in more volunteers and clientele as well.

D. Library Building Watch (M. Merrick)

Recording Secretary Merrick confirmed the Library Building Watch to be on hiatus due to an overwhelming workload. She advised the board that coordination of the community meeting rooms was taking on a life of its own, and had become a huge consumer of her time. Director Chisaki said that she will probably be reassigning the newsletter once additional staffing is brought on board.

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

Director Chisaki mentioned a letter that had gone to The Sun regarding pornography on Library computers. The same person wrote a speak-out on the subject as well. Chisaki read the speak-out and said she had already talked to the City Manager who in turn talked to City Council as they had received some calls on the subject. The speak-out writer then sent Chisaki an e-mail inquiring about staff response to his concern. Chisaki replied that it was not appropriate and apologized to the writer for having an unpleasant experience in the Library. He then asked Chisaki if she would mind him submitting her response to The Sun, and she agreed. That letter should be in print in the next weekly paper release.

LIBRARY BOARD COMMUNICATIONS

Board Member Krongold said she was involved with some different groups in town that are sponsoring Rabbi Michael Lerner, a prolific writer and editor of Tikkun magazine. There is an event on February 10th for which Krongold would like to have a flyer posted in the Library. Director Chisaki gave her okay and the posting was given to Recording Secretary Merrick to handle.

Board Member Schoenrock spoke about the policy Director Chisaki would be drafting in regards to gifts to the Library. He would be more inclined to discourage gifts as it creates whole other issues. After a couple of years of accepting gifts, you can't take more because there's no space, how do you choose the gifts, or protect them once you have them. Board President Butter believes there would be some gifts you would definitely want, and to completely discourage them would not be good, so the policy would help to give the Library some discretion on what would be accepted.

Board Member Krongold had found information on the Board Effectiveness Training done previously, and copies were distributed to the Board for their review. This item will be listed on the next meeting's agenda for discussion.

DIRECTOR'S COMMENTS

Director Chisaki stated that interviews for the Supervising Librarians-Adult and Children's Services would be held the following week. It was a very strong applicant pool, and seven candidates will be interviewed. The full-time Library Technician position received fourteen very strong applications, and seven candidates will be interviewed for this position as well.

These interviews will most likely occur during the week of January 22nd. There have been some challenges getting this oral board together due to the mid-winter ALA conference. All part-time positions, Library Aide, Library Technician and Librarian are set to open as well.

Board President Butter asked Director Chisaki to do a year-by-year report detailing staffing levels. She believed there had been a commitment that staffing would be increased due to the size of the new Library, and wondered if there was anything in writing to that effect. Chisaki said there was no national staffing standard for libraries, and the only thing she could remember that was in writing was the addition of an IT staff member, which has already been filled. Butter believed that there had been something in the grant proposal to the state; however, Chisaki said what was confirmed was that currently vacant positions would be filled.

There had been a letter on the Don Roberts website saying it was a great new library but it was only open 61 hours a week. Director Chisaki had checked other main library hours in the area and found that only San Leandro and Livermore were open more hours than the Alameda library.

Chisaki shared the draft flyers about the upcoming CALTAC workshop. She had also learned more about what would be required of the Library as the workshop host. In light of the fact that the CLA is struggling, President Butter asked for a motion that all five board members join CALTAC in their support. Member Krongold so moved, Member Mitchell seconded, which was carried by a 4-0 vote. Chisaki will process their memberships accordingly.

ADJOURNMENT

Board President Butter called for a motion to adjourn the meeting at 8:32 p.m. Board Member Mitchell so moved, Board Member Krongold seconded the motion, which carried by a 4-0 vote.

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.