



**MINUTES OF THE
ALAMEDA FREE LIBRARY BOARD MEETING
WEDNESDAY, JANUARY 10, 2018**

The regular meeting of the Alameda Free Library Board was called to order at 6:12 p.m.

ROLL CALL

Present: Kathleen Kearney, President
Amber Bales, Board Member
Cynthia Silva, Vice President
Travis Wilson, Board Member
Dorothy Wismar, Board Member

Absent: None

Staff: Jane Chisaki, Library Director
Lori Amaya, Recording Secretary

ORAL COMMUNICATIONS, AGENDA (Public Comment)

None.

CONSENT CALENDAR

An asterisk indicates items so enacted or approved on the Consent Calendar

- *A. Report from the Library Director Highlighting Activities for the Months of November and December 2017.
- *B. Draft Minutes of the Regular Library Board Meeting of November 8, 2017.
- *C. Library Services Report for the Months of October and November 2017.
- *D. Financial Report Reflecting FY17/18 Expenditures by Fund for November and December 2017.
- *E. Bills for Ratification for the Months of November and December 2017.

Director Chisaki informed the board that there were three full time retirements since the last meeting. The replacement process is going quickly and smoothly and she expects to have a good team when the process is completed. Mid-year budget requests are due at the end of the month for emergency items. The library is asking for funding to completely air condition the West End library and get charcoal filters at the main library to keep in reserve in case particulate filtering is ever needed.

There were no changes to the Draft Minutes of the November 8, 2017 Library Board meeting. Board Member Bales moved to approve the Consent Calendar. Board Member Wismar seconded the motion, which passed with a 5-0 vote.

UNFINISHED BUSINESS

A. None.

NEW BUSINESS

A. Library Strategic Plan Process. (J. Chisaki)

Director Chisaki explained to the board that it's time to start talking about the process of updating the Strategic Plan for the library. She would like to hire a consultant for guidance through the process, facilitate focus groups, to write parts of the plan, and to help the board to better understand what these plans do. The Board should start thinking about what they want to achieve with this plan. Costs for marketing, publishing, bringing people in, and staff time must also be considered. The Library Board initiates the process and decides what type of representation from the community should be on the planning team. President Kearney asked if there are copies of the old plans that the board can refer to. Director Chisaki has copies, but said the drafts are almost 10 years old. Board member Wismar agreed that seeing the prior reports to help give guidance with the process. Board member Wilson asked if there were follow up measurements to test whether the objectives have been achieved. Director Chisaki responded that there weren't. The Library Board will put together vision statement, mission statement, and goals. The board will adopt the plan and presented it to the City Council. The process should take 6 – 8 months. Director Chisaki will contact consultants to inquire about their availability, and hopes to have more information for the board at the next meeting.

B. City-wide Infrastructure Priorities: Presentation. (L. Warmerdam)

Assistant City Manager Warmerdam introduced herself to the board. Senior staff are reaching out to community members, stakeholders, boards and commissions to present this information and take a survey after the presentation. When the community was asked what the city should be working on, the answer was the rising cost of housing, traffic, and aging infrastructure. Alameda's rent stabilization ordinance took effect in March, and prohibits rents to be raised more than 5%. There are housing projects for seniors and families in the works to help with the need for more housing. With more housing sometimes means more traffic. There is a Transportation Choices Plan that shows different options for the city to look at. The city is looking at another tube, but will need the region to chip in. Another option is to apply demand pricing to the tube. The city's infrastructure includes streets, sidewalks, parks, beaches, storm drains, and lagoons. The city is looking at 200 million in infrastructure needs, not including Alameda Point. President Kearney asked if the sinking land and rising tides are being considered. Assistant City Manager Warmerdam responded that it is included in the Climate Action Plan and that Public Works is taking the lead. A Master Infrastructure Plan was done for Alameda Point and the estimate was 500 million. Vice President Silva asked who takes care of the Lagoon because when the water is let out for a

long time, it begins to smell and the ducks and birds don't have anywhere to swim. Assistant City Manager Warmerdam responded that Public Works handles the lagoon and that the City receives many calls regarding the smell. Board member Wilson asked if there are objectives to be met and if there are tests in place to see if the desired effect was achieved. Assistant City Manager Warmerdam responded that the goal was for no new net trips through the tube. There are baselines to count the number of trips.

C. Friends of the Library. (J. Chisaki)

There is a Friends meeting in two weeks. There was no formal fall campaign for fundraising, but with the donation envelope included in all mailings they were able to raise approximately \$10,000. The book sale committee has a new chair and she rearranged the book sorting room and had a new bulletin board installed. They are now tracking and reporting volunteer hours. With more accurate tracking, they are able to apply for grants. Wi-fi may be available at the O'Club by the next sale. The Friends will be co-hosting the Lunar Festival Day with the Bay Farm branch.

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

None.

LIBRARY BOARD COMMUNICATIONS

Vice President Silva is on the communications committee for the Friends. She attends the evening book sorting group. She also participated in all three concerts. Board Member Wilson will attend the Teen Advisory Board meeting in February.

DIRECTOR'S COMMENTS

Director Chisaki reminded the board that the library is losing and gaining three employees. Staffing is thin because so many are sick. The next board meeting is March 14, 2018.

ORAL COMMUNICATIONS, NON-AGENDA GENERAL

None.

ADJOURNMENT

The meeting was adjourned at 7:50 p.m.

Respectfully submitted,

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