



**Minutes of the
ALAMEDA FREE LIBRARY BOARD
November 9, 2005**

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
Mark Schoenrock, Board Member
Alan Mitchell, Board Member

Staff: Acting Library Director Jane Chisaki, Secretary
Jenna Gaber, Recording Secretary

CONSENT CALENDAR

As asterisk indicates items so enacted and adopted on the Consent Calendar.

- A. *Report from Library Director highlighting Library Department activities for the month of November 2005. Accepted.
- B. *Draft Minutes of the Regular Library Board meeting of October 12, 2005. Approved.
- C. *Library Services Report for the month of September 2005. Accepted.
- D. *Report from Finance Department reflecting FY 2004-05 Library expenditures (by fund) through October 2005. Accepted.
- E. *Bills for ratification. Approved.

President Krongold asked how long we would be making payments to AUSD for leasing the Interim Main Library. Acting Director Chisaki stated that we have one more payment for this year and payments totaling \$100,000 in 2006. The City's agreement with AUSD states that the City will put back classrooms and hallways when the library vacates the building. There is discussion regarding trading park maintenance services with the school district to help defray costs for the building renovation.

Board member Mitchell thanked Acting Director Chisaki for her response to the Stafford donation bequest.

Board member Mitchell MOVED to approve the Consent Calendar. Board member Butter SECONDED the motion which CARRIED by a unanimous voice vote.

3. UNFINISHED BUSINESS

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

Acting Director Chisaki reported that Materials Security and Inventory System (RFID) bids were due back November 4th at 3:00 p.m. Supervising Librarian David Hall is currently reviewing all 5 bids. The cost ranges from \$207,000 - \$253,644 which includes training from the company. Maintenance costs would run between \$10,000 - \$20,000 per year.

Board member Butter asked if the price includes adapting our current equipment to make it compatible. Ms. Chisaki stated that this is currently being reviewed by David Hall. She will report back to the Board at the December 14th meeting.

4. NEW BUSINESS

A. Discussion and Approval of Exam Proctoring Guidelines (J. Chisaki)

Acting Library Director Chisaki discussed how many community libraries proctor exams and the charges for these services. She explained that it takes approximately 2-3 hours to proctor an exam. During that time the librarians must secure an area with a computer for the patron. It is sometimes very difficult to reserve that much time for computer use. She also stated that librarians must remain in that area to supervise the patron while taking the exam.

Board member Butter asked why we are charging so little for our exam process since it is an inconvenience for the librarians. Ms. Butter stated that she would like some data on how many we proctor each year and the time involved before she makes a decision. Ms. Chisaki stated that she would bring this back before the Board next month.

Vice President Belikove asked who wanted the guidelines. Ms. Chisaki stated that the reference librarians asked for guidelines.

B. Approval for Early Holiday Closure (J. Chisaki)

Acting Director Chisaki discussed how the actual holidays fall on a Sunday but the City's holiday schedule allows for a Monday closures. She asked the Board to approve Sunday closures for Christmas and New Year's Day as well as an early closure (3:00 p.m.) for Christmas Eve and New Year's Eve.

Board member Mitchell MOVED to approve Sunday closures for Christmas and New Year's Day. Vice President Belikove SECONDED the motion which CARRIED by a unanimous voice vote.

Board member Mitchell MOVED to approve a 3:00 p.m. closure for Christmas Eve and New Year's Eve. Vice President Belikove SECONDED the motion which CARRIED by a unanimous voice vote.

C. Library Building Team (M. Hartigan)

In the absence of Mike Hartigan, Ms. Chisaki reported that the furnishings sub-team met last week and looked at some sample chairs. She handed out pictures of the chairs and sample colors for the Board to review.

Board member Schoenrock had a question regarding a \$70,000 savings on the construction budget. Ms. Chisaki stated that she did not think it was a savings on the roof but possible the parking structure. She will report back to the Board.

Acting Director Chisaki stated that the building will not be weather tight until sometime in January instead of December as planned. The bricks for the exterior of the building will have a short delay in arriving.

D. Alameda Free Library Foundation (R. Belikove)

Vice President Belikove stated that the Foundation has a new member on the team and that they have sent out 5,000 donation letters. The team is exploring how much it will cost to send out letters to everyone in Alameda. Ms. Chisaki stated that she has created a donor form for the Foundation's web page.

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

Molly Skeen announced that the Friends had the second largest book sale they have ever had which brought in almost \$13,000. The next 2 sales will be held in May and October. The Friends next meeting will be held November 21st.

F. Library Building Watch (L. Krongold)

President Krongold stated that the newsletter went out last week. Her next newsletter will focus on the Foundation's fundraising efforts and it will target year end giving.

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

Acting Library Director Chisaki read 4 input/feedback forms regarding: Please obtain a novel by *Patrick O'Brien*; please purchase more books on the *Northern Renaissance*; why do we have 95 CD's from one author; and please purchase *Herding Cats*.

5. ORAL COMMUNICATIONS, NON-AGENDA (Public Comment)

Marc Lambert commented that the SAB will be meeting in 2 weeks.

6. LIBRARY BOARD COMMUNICATIONS

Board member Mitchell discussed some articles from *Library Hotline* regarding 5 million books being sent by Congress to hurricane Katrina states and how many librarians have lost their jobs due to Katrina.

7. DIRECTOR'S COMMENTS

Acting Library Director Chisaki informed the Board about a major problem that the library is experiencing with a group of teens that come in everyday. Staff is working with the Vice Principal of Alameda High along with the police department to help get this situation under control. She noted that the new time management software will help boot the teens off of the computer when their time is up.

Marc Lambert asked the status of new hires for the library. Ms. Chisaki stated that interviews would be held next week.

8. ADJOURNMENT

Board member Mitchell MOVED to adjourn the meeting at 8:50 p.m. Vice President Belikove SECONDED the motion which CARRIED by a unanimous voice vote.

Respectfully submitted,

Jane Chisaki
Interim Library Director and
Secretary to the Library Board