



**Minutes of the
ALAMEDA FREE LIBRARY BOARD MEETING
July 13, 2011**

The regular meeting of the Alameda Free Library Board was called to order at 6:31 p.m.

ROLL CALL

Present: Michael Hartigan, President
Gail Wetzork, Board Member
Catherine Atkin, Board Member
Nancy Lewis, Board Member

Absent: Suzanne Whyte, Vice President

Staff: Jane Chisaki, Library Director

CONSENT CALENDAR

An asterisk indicates items so accepted or approved on the Consent Calendar.

- A. *Report from the Library Director Highlighting Activities for the Month of July 2011. Accepted.
- B. *Draft Minutes of the Regular Library Board Meeting of June 8, 2011. Approved.
- C. *Library Services Report for the Month of May 2011. Accepted.
- D. *Financial Report Reflecting FY10 Expenditures by Fund for June 2011. Accepted.
- E. *Bills for Ratification for the Month of June 2011. Approved.

In June the Library Board requested a tour of the Main Library building prior to the July Board meeting for those wishing to tour the facility. In July the “meeting” began shortly before 6:00 p.m. with a tour of the Main Library building, now almost five years old. President Hartigan inquired about the cracks he noticed in the glass panel next to the steel garden gate. Director Chisaki responded that the cracks have been there for a long time and that the only solution is to replace the entire glass panel. Staff is monitoring the progress of the cracked glass. It is not tempered glass.

The regular meeting of the Library Board was officially called to order at 6:31 p.m. President Hartigan asked whether the Expenditure Report in the Board Packet was the last one of the fiscal year or if there was one more to close out FY2010-11. He was curious about the available balance of \$196,000 shown. Director Chisaki stated that this Expenditure Report was the second to last in FY2010-11. There are still invoices to be posted and staff has five more days to turn them in to the Finance Department. The remaining balance will be much less at the end of period 13. The final Expenditure Report for FY2010-11 will be in the September Library Board Packet. President Hartigan asked for a motion to accept the Consent Calendar as presented. Board Member Wetzork so moved; Member Lewis seconded the motion which was carried by a 4-0 vote.

UNFINISHED BUSINESS

A. Neighborhood Library Improvement Project (G. Wetzork)

Director Chisaki informed the Board nothing further has been reported by or received from Project Manager Laurie Kozisek. At the Library's request, Finance will do a final accounting of the Measure O fund. They are working on the year end close out and will try to get the Measure O accounting completed in a reasonable amount of time. At last word, Finance reports \$780,910 remaining in the Measure O fund. The City Controller has looked at the Official Bond Document and talking to the Bond Trustee, he is confident that the purchase of a new Integrated Library System (ILS) is an eligible purchase should the Library Board choose to go in that direction. Director Chisaki stated that if in fact the remaining amount is about \$780,000 then her recommendation would be to set aside about \$400,000 for a new ILS and create a building maintenance reserve fund with the balance for unforeseen building issues for the libraries. After the final accounting to confirm the balance, Director Chisaki will bring a formal recommendation for what to do with the remaining Measure O funds to the Library Board. The Board looks forward to considering the options for the remaining balance; it is a nice position to be in.

The light fixture that is askew on the northeast corner of the West End Library building cannot be fixed upright by Library Staff. A request has been submitted to the Public Works Department but will have a low priority for repair. President Hartigan inquired whether that particular fixture was an original or a new fixture to which Director Chisaki stated that it is one of the originals. The new fixtures are on the back (south side) of the building near the entrance with the automatic door. The issue of the soft and bright lights on the building cannot be changed out to all soft. Library Staff investigated and found that the bright lights are large filament bulbs while the lights on the front of the building are regular incandescent bulbs. All the bulbs can be changed out to bright whites but not to the softer lighting. And Library Staff cannot reach the inside of the bright white fixtures to change the bulbs – it will require a maintenance work order when the time comes to change the bulb.

Alameda Magazine selected the Bay Farm Island Library as a 2011 Editor's Choice "Best Million Dollar Facelift on the Island." The complete list of "Best" winners can be found in the July-August 2011 issue of Alameda Magazine. An announcement of this honor was put on the City Web page and the Library's Facebook page.

B. Update on Status of State Budget Reductions for Public Libraries (J. Chisaki)

The State Library has informed all the public libraries that all library funding will be held until January 15, 2012 when it is determined in December 2011 if the trigger bills are activated. If the State does not realize their revenue projections then additional funding reductions will be activated and library funding will be reduced to zero. The item of greatest concern is the funding for Alameda Reads. The City provides staffing for the program but all operations is funded by the State. In June, Director Chisaki informed both the Friends of the Library and the Library Foundation of the possibility of zero funding for the literacy program. Both organizations have pledged to assist in the funding of Alameda Reads should the State not provide it. Alameda Reads budget for operations is a little less than \$20,000 for FY2011-12. Alameda Reads has as small

reserve fund that might last one year but certainly can fund the program while arrangements are being made with the library support groups. Director Chisaki expects to request half the required annual funding between the two organizations in September and perhaps return to them in January or February to request additional funding if the State zeros out library programs. Everything from the State is still in the "wait and see" mode. Our library cooperative, Pacific Library Partnership (PLP), will maintain the delivery service between member libraries using reserves and membership fees. They have already cut their staffing and some services to the libraries. The Directors will meet later this year to discuss our future plans.

The City has adopted their budget. The Library just began the new reduced schedule on July 1. One customer inquired why the Library had so many late openings and asked what factors were considered in selecting the hours that resulted in three mornings, three evenings, and Sundays. Director Chisaki discussed the various factors: door count, class visits, evening meetings/programs, story times, and computer classes for various ages, homework assistance, to name a few, with the gentleman. He was satisfied that the schedule was selected with thoughtful consideration for the variety of users of the library facilities. One person complained about the new Interlibrary Loan fee; however her suggestion to fire a librarian and open the searching up to the public was not a constructive suggestion. Although she was not able to attend the Board meeting, Former Executive Assistant Marsha Merrick extends her goodbye and appreciation to the Library Board for the years of working together. The new Executive Assistant for the Library will be Christina Baines, formerly of the City Manager's Office. Christina will begin work around the end of July so the Board will formally meet her at the September meeting. Library The bumping right to the Library Custodian position was resolved so Dennis McDaniels will continue to work at the Library.

NEW BUSINESS

A. Election of New Officers (M. Hartigan)

President Hartigan opened the discussion for the election of officers for the Library Board. He has spent two rewarding years as the President and feels that now is a good time to transition to a new Board President because the renovation projects for neighborhood libraries are now complete. He opened the floor for nominations. Vice President Whyte was nominated in absentia, however Director Chisaki had spoken with Vice President Whyte prior to the meeting and had asked if she would be interested in being President of the Board. Vice President Whyte declined and requested that her name not be considered for President. There was brief discussion about the duties of the Board President. Member Atkin was nominated by Member Wetzork and the nomination was seconded by Member Lewis and approved by acclamation. Member Lewis was nominated by Member Wetzork for Vice President, the nomination was seconded by new President Atkin. Member Lewis was voted in as Vice President also by acclamation. Former President Hartigan offered to let new President Atkin chair the remainder of the meeting but she declined and asked President Hartigan to complete his final meeting as the sitting President. President Hartigan thanked both Catherine Atkin and Nancy Lewis for agreeing to serve as officers for the Library Board and looks forward to their leadership.

B. Alameda Free Library Foundation (J. Chisaki)

The Foundation met in June and introduced a few new Board members, many are retired educators. The Foundation is very excited to have a full (16 person) Board and have begun to divide up into work committees based on interests. They did take a short Main Library building tour prior to their meeting. The Foundation will co-host an information table with the Friends of the Library at the Meals on Wheels fundraiser at Rock Wall Winery in July. They have updated their web site with the concert series information and the concert tickets will be available beginning in August.

C. Friends of the Alameda Free Library (K. Minney)

Friends Representative Minney told the Board that the Friends had a very successful book sale raising over \$19,000. There are a few new people assisting with the book sorting, one volunteer has begun offering online sales of selected items found among the donated books. So far the online sale has brought in about \$250. The Friends will not meet in July.

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

The children should be kept in only one area of the Library and only be permitted to use computers in the children's area because they make too much noise and they only play games on the computers. Supervising Children's Librarian Eva Volin responds, that the Library is used as a community space so it is often a little louder than a traditional library user may be accustomed to, this may be particularly true after school lets out in the afternoon. Each library card holder in good standing regardless of age is allowed one hour of Internet computer time to do homework, conduct research, check email, play games, participate in social networking on web sites such as Facebook, or conduct whatever business they deem necessary providing they abide by the Rules of Conduct set forth in the Library Policy. After their hour of time is concluded they must relinquish the computer to the next person. If you feel a Library customer has abused the privilege of using a Library computer or is not abiding by the Library Rules of Conduct, then please notify a Library Staff person for assistance.

ORAL COMMUNICATIONS, NON-AGENDA (Public Comment)

Speaker Li Volin: good job electing new officers for the Library Board and thank you to outgoing officers President Hartigan and Vice President Whyte.

LIBRARY BOARD COMMUNICATIONS

Member Atkin asked if there will there be a Library Board meeting in August since the Board went dark last year and the City Council also takes a break during the month. There was a brief discussion about past practice. Member Atkin made a motion to not meet in August, Member Wetzork seconded the motion, and the motion passed 4-0.

Member Atkin asked which Board Members may be able to attend the End of Summer Reading Party on August 17. She will be out of town and wanted to be assured that there will be a Board presence. Member

Lewis is unavailable, President Hartigan and Member Wetzork will be there, and it is not known at this time if Vice President Whyte will attend the program. Director Chisaki informed the Board that "Wild Things, Inc" will be the special program this year. Wild Things brings exotic animals that have been abandoned or are used in TV or film to audience to educate and entertain. They were a big hit several years ago.

President Hartigan brought up the topic of the outside of the building. He said it looks horrendous with the coffee spills, trash, gum, etc. particularly the front under the portico. The curb appeal of the Library is dramatically reduced with the dirty appearance. He knows that we are still waiting for the response from the Public Works Department regarding what maintenance of the library buildings they are responsible for. There was considerable discussion regarding the Park Street Business Association assisting with the exterior clean up; Library Staff time available to borrow equipment and do the clean up; using volunteers; and other options. The Board requested the Library Director obtain an estimate for the cost to power wash around the Main Library building on a regular basis. Director Chisaki said that she would contact our cleaning service and ask for a quote for that service as a monthly and bi-monthly wash. The Board directed that if the cost is reasonable to move forward and have the work done. If the power washing expense is a significant amount, the Board asked to bring the estimated cost to back at the September meeting for consideration.

DIRECTOR'S COMMENTS

Alameda Municipal Power (AMP) discovered a discrepancy in the billing for electricity to the Main Library. They have determined that the Library has only been charged 2/3 of the library usage and will have to charge the Library for the amount in arrears. Since it cannot be determined exactly how long this billing error has been occurring, the maximum amount AMP can charge the Library for the error is \$10,000. They will charge the Library \$1,000 a month for 10 months, in addition to the regular-corrected-billing amount, to satisfy this deficit. The Library has three power streams that feed the system, apparently one of those three streams was closed off with a safety device so work could be done on the system and that device was never removed after the work was completed. It would not have been noticed by a meter reader. AMP says that this has nothing to do with the solar panel project but it was discovered during the installation of the bi-directional meter. The Assistant City Manager has agreed to transfer in additional funds at mid-year to cover this unexpected expense.

The Elevators at City Hall and the Main Library will be out of service for the month of August. Public Works has informed the Library that the work may not take the full month in which case the elevator will be available earlier than expected. Public Works thought to work on the library elevator in December but the Library indicated that August is the best month because there are no children's programs, people take one last vacation before school starts, and it is traditionally a slow month. The Library regular operating procedures for when the elevator is out of service. Customers unable to climb the stairs will be given priority to first floor computers and accommodations will be made in the children's area if additional computers are required. Staff will retrieve materials from the second floor and Reference Librarians will be called to the Check Out Desk to conduct the reference interview if assistance is required. The Library has requested a day or two advance notice before work begins to allow time to get book carts, copier paper, janitorial supplies, and other heavy items to the second floor for the duration of the project. The cleaning service will also be informed that the elevator is out of service, a key and alarm code will be

provided to Public Works for early entry to the building. Public Works is responsible for all the signage, press releases, and web site notifications.

The Solar Project commissioning was postponed because the weather did not cooperate on the scheduled day and there was too much overcast.

ADJOURNMENT

President Hartigan adjourned the meeting at 7:40 p.m.

Respectfully submitted,

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