



**Minutes of the
ALAMEDA FREE LIBRARY BOARD MEETING
March 9, 2011**

The regular meeting of the Alameda Free Library Board was called to order at 6:15 p.m.

ROLL CALL

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

Absent: None

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 March 2011. Accepted.
- B. *Draft Minutes of the Regular Library Board Meeting of February 9, 2011. Approved.
- C. *Library Services Report for the Month of January 2011. Accepted.
- D. *Financial Report Reflecting FY10 Expenditures by Fund for February 2011. Accepted.
- E. *Bills for Ratification for the Month of February 2011. Approved.

There were no questions from the Board, so Vice President Whyte asked for a motion to accept the Consent Calendar as presented. Member Wetzork so moved; Member Lewis seconded the motion which carried by a 4-0 vote. President Hartigan arrived shortly after Consent Calendar. Vice President Whyte continued to preside over the meeting for the evening.

UNFINISHED BUSINESS

- A. Neighborhood Library Improvement Project (G. Wetzork)

Director Chisaki talked about the Grand Re-Opening festivities of the Bay Farm Island Library on March 8 and recounted some of the dignitaries & invited guests in attendance. Comments about the renovation of the Bay Farm Island Library have been overwhelmingly positive. The special children's program in the evening was also very well attended. A special effort was made to invite residents from Water's Edge and users of Leydecker Park to the library opening.

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The landscaping at the West End Library is nearing completion. The project is waiting for a representative from the Alameda Recreation & Parks Department to pick up the unused plants (re-purposed from the previous library landscape). The benches that were planned for either side of the entry are on hold because Public Works is planning on installing a bus shelter to the left of the entrance on Santa Clara. Member Wetzork inquired if the bus shelter will block the sign posts that are used for program banners. Director Chisaki responded that it will not. The sign posts will be on the corner facing the intersection and the bus shelter will be further west along Santa Clara.

Final budget numbers for the project are not yet available. Director Chisaki will ask for an update for the next Library Board meeting although all the invoices may not yet be received.

Director Chisaki informed the Board that Certificates of Appreciation will be prepared by the City Manager's Office for presentation to the members of the NLIP at a future City Council meeting.

Final comments from Member Wetzork regarding the renovation of the Bay Farm Island Library included hearing from residents who are amazed that the removal of the horizontal beams made such a big difference to the appearance of that space; and that his neighbor who does not get out much attended the library re-opening.

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

The Conference Compromise Committee recommended to the Governor a reduction for library funding in the following way: \$8.5 million in the California Library Services Act (at this funding level, also allows the State Library to maintain its federal MOE/match); \$3.7 million in the California Library Literacy Services program; \$3 million in the Public Library Foundation. The compromise was reached with a 5-0 vote by both the Assembly and Senate Conferees, this is important to note because the strong bipartisan recommendation can only encourage the Governor to keep this \$15.2 million level of funding in the State budget. However nothing is set until that budget is signed.

Library Legislative Day is still scheduled for March 30 but may be rescheduled since no movement is expected on the State Budget recommendations before that date. If there is no real reason to ask people to take time out of their work days to go to Sacramento then the date may be pushed or canceled.

Richard Hall, Library Facilities Consultant, who worked very closely with the Alameda Library Building Team and with Project Manager Bob Haun, is retiring, as is Ira Bray, Technology Consultant at the State Library. Ira primarily helps compile the statistics throughout the State and is a futurist for Technology trends. Both men will be missed and their positions will not be filled as part of the State Library budget reductions.

NEW BUSINESS

A. Alameda Free Library Foundation (J. Chisaki)

The Foundation hosted the San Francisco Opera Guild children's performance of *The Magic Flute* on Saturday, February 26. It was very well received and they received many inquiries about their next children's program. The Foundation will make a children's concert a regular part of the Live @ the Library series. The SF Opera Guild also offers a selection of holiday music and the Foundation is already looking into hosting a family Holiday Concert in December.

All proceeds from the 2010 Live @ the Library have not yet been received; however the Foundation did approve the formation of a "Library Technology Fund" which will stay with the Foundation until such time as the Library Director requests the funds for use. The current investment policy for the Foundation gives 50% of the profit from any fundraiser and/or annual interest earned on the Foundation Endowment to the Library for spending as the Director sees fit. Moving forward, the Library's share of funding will be split between the new Technology Fund and the Library Memorial Fund so in essence, 25% of the profits will go the Technology Fund and 25% will go to the Memorial Fund. In addition the new Technology Fund will give the Foundation the opportunity to approach technology companies specifically for donations.

The Foundation is still looking for a few more Foundation Board Members. The committee has some prospective members to present to the full Board at their March meeting.

The Foundation and the Friends will be co-hosting a Staff Appreciation Lunch during National Library Week. In the past the Foundation and Friends have brought box lunches for all the staff and delivered lunches to the neighborhood libraries and Alameda Reads.

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

K. Minney did not attend the Friends meeting because his daughter was ill. Director Chisaki gave a short report. The Friends approved co-hosting the Staff Appreciation Lunch and is asking for a volunteer from their membership to assist the Foundation. Funding to purchase refreshments for a special program, "Laughing for the Health of It" was approved. Volunteers to help at the book sale are still needed. The next sale will be held May 6, 7 and 8 at the O Club. Deadline for membership renewal is March 31 for those who want "free" preview night tickets for the May book sale. Angela's Bistro & Bar will be hosting Friday Night Flights to benefit the Friends on May 20, 27, and June 3.

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

Barcode stickers should not be covering content information, movie rating, running time, etc. Library staff is doing the best they can to avoid placing stickers and other required labels over DVD content information but sometimes it is unavoidable.

Daily newspapers in the café should be stapled together. The newspapers in Dewey's Café belong to the Friends of the Library and they have chosen not to staple their newspapers.

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Daily newspapers upstairs at the Main Library should be on a small table behind the Librarian's desk with a sign-in / sign-out honor system. The daily newspapers are available on a first-come, first-served honor system.

ORAL COMMUNICATIONS, NON-AGENDA (Public Comment)

Has the Library considered offering e-books that can be put on Kindles, Nooks, iPads, and other e-readers. The Library will be changing e-book vendors at the end of the fiscal year and will be joining the "Northern California Digital Library" which will offer a wider variety of e-books, audiobooks, and MP-3 music, which will be down-loadable to most e-readers. Kindle e-books are proprietary to Amazon.com and cannot be purchased by a library. The new service will not work with Kindles.

LIBRARY BOARD COMMUNICATIONS

President Hartigan stated that since the two Neighborhood Library projects are nearly complete and both buildings are in as good a condition as they can be; and the Main Library is in pretty good shape, he would like to request a report in the next few months regarding the maintenance of the three library facilities. What department/division is responsible for maintaining the buildings and what is the Library responsible for, what we might need to consider including in the library budget. He suggested a few specific items be looked into: window washing, sidewalk gum removal, elevator maintenance, fire/intrusion alarms, etc.

Maintenance of the library facilities, he knows that it is partly Public Works and partly Library that handles the maintenance issues. Ideas of what we can do to keep these buildings in good shape, or at least understand who is responsible.

DIRECTOR'S COMMENTS

Solar project is held up waiting for permits. The sound test will be held on March 9, unless it rains. The project schedule is really weather-driven. The Project Manager (contractor) says once the build begins it will be a quick build.

City finances are looking grim. All departments are asked to submit a flat budget, and budgets showing a 5% and a 10% reduction. The Library reductions will be based only on the General Fund Transfer portion of the budget. At 5% the reduction is \$85,000 and at 10% the reduction is \$170,000. There will most likely be a combination of cost-saving measures used to balance the budget. Revenues to the City are relatively flat while expenditures are rising. There will be a Special Meeting of the City Council on Tuesday, March 29 to talk about the status of the City's finances and to get some direction regarding the budget priorities. This will be an informational meeting.

Reminder that Form 700 is due. Hard copies were given to Board Members who requested the same. Send completed forms to the City Clerk's Office or they may be given to the Library for forwarding to the Clerk.

The Library is a member of the Alameda Community Services Collaborative and has received a replica plaque of the "100 Best Communities for Young People" award. The Board was asked for suggestions for

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a location to display the award. The Board recommends displaying the plaque in the Café since it is a high traffic area and is also used after hours by groups who do not necessarily patronize the Library.

The Board also received the City Proclamation for the “Across the Pages: an Alameda Community Reads” and recommended displaying the proclamation on the program bulletin board at the foot of the stairs.

ADJOURNMENT

Vice President Whyte adjourned the meeting at 7:07 p.m.

Respectfully submitted,

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