



**Minutes of the
ALAMEDA FREE LIBRARY BOARD MEETING
June 13, 2007**

The regular meeting of the Alameda Free Library Board was called to order at 7:06 p.m.

ROLL CALL

Present:	Karen Butter, President Ruth Belikove, Vice President Leslie Krongold, Board Member
Absent:	Alan Mitchell, Board Member Mark Schoenrock, Board Member
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 June 2007. Accepted.
- B. *Draft Minutes of the Regular Library Board meeting of May 9, 2007. Approved.
- C. *Library Services Report for the month of April 2007. Accepted.
- D. *Report from Finance Department reflecting FY 2006-07 Library expenditures (by fund) through May 2007. Accepted.
- E. *Bills for ratification. Approved.

Board President Butter questioned the period covered on the list of bills for ratification. Recording Secretary Merrick indicated that the report covered check register activity for the month of May 2007.

Director Chisaki was unhappy with the current circulation statistics. Even though the door count has risen, check-outs remain flat. Chisaki spoke with her supervisors to try and figure out a way to increase circulation. Eva Volin, Supervising Children's Librarian, is re-arranging the children's collection, taking biographies and folk and faerie tales out of the Dewey run and placing them in their own sections. Adult Services is also trying to clean up the collection to see if that may make a difference.

Vice President Belikove had noticed on her way in that there were no books on display and believed that this type of thing would draw people's interest. Director Chisaki took this opportunity to announce that the financial literacy books that had been purchased with Belikove's generous donation would be the Library's first book display and would be in place within the next two weeks. Chisaki handed out a booklist which listed these books; Belikove indicated there were other ones she would like to see added as well. Reference will contact some banks to see if they are willing to do a free program to kick off the display.

Board Member Krongold asked if the statistics shown on the Library Services Report for meeting room use reflected individual reservations; Director Chisaki confirmed this.

Board President Butter asked for a motion to accept the Consent Calendar as presented. Board Member Krongold so moved; Vice President Belikove seconded the motion which carried by a 3-0 vote.

ORAL COMMUNICATIONS, NON-AGENDA (Public Comment)

Director Chisaki introduced Volunteer Coordinator, Mike Dooley. Mr. Dooley first handed out copies of the volunteer newsletter, and then spoke about the program and the previously untapped community interest in volunteering at the Library. Volunteers range from teenagers sorting and shelving books to earn their school service hours, to retirees staffing the information desk, greeting patrons and providing direction. The program has been running for about three months and numbers are increasing: month 1 saw 5 volunteers who gave 30 hours; in month 2, 19 volunteers worked 100 hours; month 3 came in with 30 volunteers who spent 240 hours volunteering at the Library. The truly positive side of the program is the strengthening of the Library's bonds with the community. The Board thanked Mr. Dooley for coming in to meet them and encouraged him to keep up the good work.

UNFINISHED BUSINESS

A. Strategic Planning Consultant Responses (J. Chisaki)

Director Chisaki reported there had been no responses to the RFP. A few e-mails and phone calls had come in, however. These respondents felt the timeline was not good, either for consultants or the public, due to summer vacations. After some discussion by the Board, a decision was made to re-release the RFP around the end of June with responses due by the first of September. With a contract award by October 2007, a final report from the consultant could be ready by the beginning of March 2008.

B. Room Use Policy Amendments (J. Chisaki)

Director Chisaki had made some wording adjustments to the room use policy which the Board reviewed. After a bit of discussion on the proposed changes, President Butter asked for a motion to approve the policy as modified. Member Krongold so moved; Vice President Belikove seconded the motion which carried by a 3-0 vote.

NEW BUSINESS

A. Alameda Free Library Foundation (A. Mitchell)

A decision was made that Director Chisaki will report for Board Member Mitchell while he is absent. Chisaki said the Foundation is talking about updating their web page again once they have a clear idea of their mission. Chisaki had asked the Foundation to finance a green touch screen for the Library which would show details about the Library's construction and operation, etc. Because the Foundation is still unclear of their mission, they are not ready to commit the funds for this project. They are considering using money to help fund the pieces of art not previously financed through public donations.

B. Friends of the Alameda Free Library (D. Fullerton)

Friends President Dorothy Fullerton was not in attendance to give a report. Director Chisaki had attended the tail end of their last meeting and said it had mostly centered on budget issues. Otherwise, all seemed to be going well.

C. Alameda Free Library Newsletter (M. Merrick)

Recording Secretary Merrick announced that the Alameda Free Library Newsletter will be issued again on a regular basis. If a new name is not decided on through staff input, suggestions will be solicited from the public in the next newsletter with some sort of prize for the winning submission. Member Krongold inquired if copies of the newsletter were available anywhere in the Library. Recording Secretary Merrick thought this was a good idea and will work on putting them around the building with information on how to sign up to receive the publication as well.

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

A request was made to restore the due date stickers used at the old location. These have been discontinued to reduce staff repetitive stress injuries, and also because patrons were misusing the stamps. Suggestions were given on alternative methods to track material due dates. A suggestion to lengthen the time for ADA computer users was made. A disabled patron may take longer than an unimpaired person to utilize a computer, so advising Library staff up front of special needs was suggested. One patron said the noise level in libraries rivals that of a Café, and requested signs be posted reminding people to be quiet. The Library has changed over time, becoming more a community meeting place and less halls of silence. Staff does their best to ensure quiet, but are frequently busy with other patrons and can't always be there to "shush". Another comment was made on the noise level and children running wild. Acoustics in the building contribute to this, and parents are relied upon to supervise their children, even though this doesn't always happen. Again, staff does their best to stop the behavior as it is noticed.

LIBRARY BOARD COMMUNICATIONS

Vice President Belikove inquired what the outcome was of research done to ensure receiving books in a timely manner from Baker & Taylor. Director Chisaki reported that Baker & Taylor have hot lists and any staff member can add hot topics to a special priority cart in the ordering system. The Circulation Supervisor places the orders in this cart every two days.

DIRECTOR'S COMMENTS

A nomination for a new Library Board member is going to the City Council next week. Mike Hartigan, formerly of the Library Building Team, sent in his application to the City Clerk's office, and has been recommended to the Mayor as a suitable replacement for outgoing board member Mark Schoenrock. The appointment will be made at the July 3rd City Council meeting.

The Library has been awarded an out of school time on-line homework help grant which will supply funding for students in grades 4-12 to work with tutor.com, a live homework help site.

The Art Exhibit Committee member solicitation notices went out to the media, as well as to the Alameda Art Association and the Frank Bette Center. There have been a couple of inquiries, including one from a Development Services staff member who is interested in serving on the committee as a public member. The deadline for submitting letters that detail qualifications and interest for the positions is July 29th. The letters received will be copied and included in the August board packet, and will be discussed at the August 8th meeting.

The summer reading program begins this weekend. The children's program is "Get a Clue @ your Library" which is a mystery/discovery theme, and the teen program is "Between the Covers". The teen librarian had a poster contest this year and a copy of the winning entry had been included in the board packet. Both programs run from June 16th - August 11th.

ADJOURNMENT

President Butter called for a motion to adjourn at 8:07 p.m. Vice President Belikove so moved; Board Member Krongold seconded the motion, which carried by a 3-0 vote.

Respectfully submitted,

Jane Chisaki
Library Director and
Secretary to the Library Board

This meetings agenda was posted 72 hours in advance in accordance with the Brown Act.