



**CITY OF SAN MATEO  
LIBRARY BOARD OF TRUSTEES  
August 25, 2014**

**Meeting Minutes**

**CALL TO ORDER**

The meeting was called to order by Sarah Giffen, President of the Library Board of Trustees at 5:30 p.m.

**PLEDGE OF ALLEGIANCE & ROLL CALL**

Ms. Giffen led those in attendance with the Pledge of Allegiance. Present were: Library Board members Robin Rodricks, Susan Monroe, Mitra Haddad and Dr. Albert Acena; City Librarian Ben Ocón; SMPL Foundation President Frank Elliott and Director of Development Kate Korsh; Librarian Liz Perry; and Executive Assistant Heather Stewart.

**CONSENT CALENDAR**

The items of the Consent Calendar were approved with one motion made by Ms. Monroe, seconded by Ms. Haddad and with a vote of 5-0.

1. Approval of Minutes of July 28, 2014
2. Financial Report for July, 2014
3. Gifts Report for July, 2014

**PUBLIC COMMENT**

None.

**COMMUNICATION**

4. Adult Literacy Awareness Month  
Announced the recognition scheduled for September 2, 2014 City Council meeting.
5. Certification of Population Served  
Announced the State's certification of the official service population for the San Mateo Library as 103,859; this includes one-third of the population of the Town of Hillsborough.

**OLD BUSINESS**

None.

**NEW BUSINESS**

6. Annual Report FY 2013-14  
Mr. Ocón presented the Library's Annual Report brochure for the Board's review.
7. Biotechnology Program Update  
Librarian Liz Perry provided an update of Library's recent biotech programs for biotech high school students. These included introducing students to the biotech resources at the Library, a scientific poster session, local biotech research presentations, and hosting a presentation by students of their summer internships in the biotech industry. Ms. Giffen thanked Ms. Perry for the update.
8. Donor Recognition Signage Proposal  
Library Foundation President Frank Elliott presented a signage proposal for donor recognition of the Book Bubble area in honor of Frances Bohannon Nelson on behalf of the Bohannon Foundation. The Board discussed the design and noted deviation of the proposal from the standard donor recognition signage protocols developed for the

Library by the new Main Library architectural firm, EHDD. The Board made two separate motions, one in response to the proposal and the other for affirming the policy for future recognition signage.

- A. First motion was made by Ms. Rodricks and seconded by Dr. Acena to establish a minimum gift threshold of \$100,000 for the Board to entertain any customization of donor recognition signage from the established donor recognition protocols. This motion passed 5-0.
  - B. The second motion was made by Ms. Rodricks and seconded by Ms. Monroe to establish a subcommittee consisting of Library Foundation's Development Director Kate Korsh, Ms. Giffen and Mr. Ocon to determine acceptable modifications to the design proposal from the Bohannon Foundation; and to delegate authority to the subcommittee to make final approval decisions on behalf of the Board. The motion passed 5-0.
9. Updating Calendar of Library Closures, 2014-15  
Mr. Ocon presented an updated Calendar of Library Closures for 2014-15 that included November 6, 2014 for the annual Staff Development Day in-service training of Library employees. Mr. Ocon shared a brief overview of the day's activities that will include a keynote address by San Francisco Public Library's City Librarian Luis Herrera and security and safety training by Warren Graham, author of *The Black Belt Librarian* author.

## REPORTS

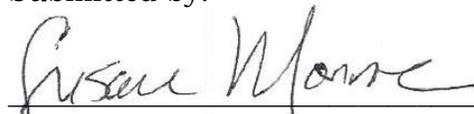
10. Library Board President – Ms. Giffen shared the following:
- Jill Jacobson, Assistant Development Director, will be leaving the Foundation in late September, and Jamie Turri has been hired as her replacement.
11. City Librarian—Mr. Ocon shared highlights of his City Librarian's Report, including:
- Elimination of the holds fee by the Peninsula Library System resulting in improved access for the community
  - Thanked Board members Ms. Rodricks, Ms. Haddad and Ms. Monroe for their participation at the National Night Out event at the King Center on August 5.
12. Library Foundation President & Development Director
- Mr. Elliott acknowledged former Library Board Presidents Dr. Acena and Ms. Haddad for their representation of the Library Board at Library Foundation Board meetings in fiscal years 2012-13 and 2013-14 respectively.
  - Ms. Korsh expressed thanks to the Library Board for their ongoing support.

## OTHER BUSINESS

- There was no other business.
- Ms. Giffen adjourned the meeting at 6:39 pm.

**Next Meeting:** The Library Board will next meet on **Monday, September 22, 2014, 5:30 p.m. Cedar Room, Main Library.**

Submitted by:

  
Susan Monroe, Secretary 2014-15

Date: September 15, 2014