



**CITY OF SAN MATEO  
LIBRARY BOARD OF TRUSTEES  
September 22, 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 Susan Monroe, Mitra Haddad and Dr. Albert Acena, Trustee Robin Rodricks was delayed until 6:30pm; City Librarian Ben Ocón; Deputy City Librarian Elliot Warren; and Executive Assistant Heather Stewart.

**CONSENT CALENDAR**

The items of the Consent Calendar were approved with one motion made by Ms. Monroe, seconded by Dr. Acena and with votes as noted below due to quorum abstention from Ms. Haddad for June 30.

1. Approval of Minutes of June 30, 2014 (3-0-1) and August 25, 2014 (4-0).
2. Financial Report for August, 2014
3. Gifts Report for August, 2014

**PUBLIC COMMENT**

None.

**COMMUNICATION**

4. Boards & Commissions Annual Summit  
Announced the summit scheduled for October 7, 2014.
5. Future of Libraries Conference 10.0: Libraries Fostering Communities  
Announced the upcoming conference to be held on October 14, 2014 at the San Francisco Public Library. Ms. Monroe and Dr. Acena indicated their interest in attending.
6. Communication From Community Member  
Ms. Giffen shared the communication received from a patron regarding access to the Library's public restrooms and compliance with the Americans with Disabilities Act (ADA). Mr. Ocón reported that the City Attorney had confirmed that the Library facility was built in compliance with ADA laws. In response to the patron's concern, the Library conducted a feasibility study for installing automatic doors to the public restrooms and recently developed plans to install automatic doors to the public restrooms on the 1<sup>st</sup> floor. Ms. Giffen will draft a letter reply to the patron.

**OLD BUSINESS**

7. Update On Donor Recognition Signage Proposal  
Ms. Giffen provided an update regarding the recognition signage proposed by the Bohannon Foundation at the August 25, 2014 Library Board meeting. Most of the recommendations discussed by the Library Board were accepted by the Bohannon Foundation. A final decision will soon be made to complete the fabrication and installation of the signage that will then be followed with an unveiling ceremony.

### **NEW BUSINESS**

8. Overview Of City's Organizational Principles

Mr. Ocón provided a review of the City's Organizational Principles and Customer Service Pledge, particularly as those principles are upheld by the Library on an ongoing basis and with a conscientious effort to be responsive to all customer suggestions and complaints.

9. Marketing Initiative: Library Brochure Project

Mr. Warren described the upcoming project to design a Library brochure that will target community members who may not be familiar with all the Library's services and programs. The Library Board brainstormed ideas by answering questions in a forthcoming survey that will solicit ideas from library patrons and that will help develop the brochure's design.

### **REPORTS**

10. Library Board President – Ms. Giffen shared the following:

- Her experience attending the annual San Mateo Public Library Foundation's retreat and some of the agenda items and activities from the retreat.

11. City Librarian—Mr. Ocón shared highlights of his City Librarian's Report, including:

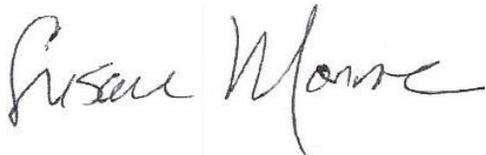
- Forthcoming author programs with T. Jack Foster, Jr. and Robert Dawson.
- The \$5,763.74 San Mateo allocation of a State grant supporting purchases of hardware and software for broadband and communication needs.
- The tremendous success of the Summer Learning Program that had a 154.5% increase in sign-ups as compared to 2013.

### **OTHER BUSINESS**

- There was no other business.
- Ms. Giffen adjourned the meeting at 6:56 pm.

**Next Meeting:** The Library Board will next meet on **Monday, October 27, 2014, 5:30 p.m. Cedar Room, Main Library.**

Submitted by:



Date: October 15, 2014

Susan Monroe, Secretary 2014-15