



San Mateo
Public Library

**CITY OF SAN MATEO
LIBRARY BOARD OF TRUSTEES
February 23, 2015**

Meeting Minutes

1. CALL TO ORDER

The meeting was called to order by Sarah Giffen, President of the Library Board of Trustees at 5:36 p.m.

2. PLEDGE OF ALLEGIANCE & ROLL CALL

Ms. Giffen led those in attendance with the Pledge of Allegiance. Present were: Library Board members Sarah Giffen, Dr. Albert Acena, Robin Rodricks, Susan Monroe, City Librarian Ben Ocón, Deputy City Librarian Elliot Warren and two community members who were in attendance but did not speak during the public comments.

3. CONSENT CALENDAR ADOPTION

Consent Calendar was adopted without discussion. Motion was made by Ms. Monroe, seconded by Dr. Acena, and passed 4-0. Mr. Ocón provided a brief overview of the Financial Report as a refresher to the Board. The Financial Report is part of the monthly packet of information to the Library Board.

4. COMMUNICATION

Communications included:

- The City Council's Annual Goal Setting Session will take place on Wednesday, February 25, 5:30-8:00 PM in the Oak Room of the Main Library. Board members indicated interest in attending.
- California Public Library Advocates Northern California Workshop will be held on Saturday, March 28, at the Saratoga Library. Incoming Peninsula Library System Executive Director Susan Hildreth will be one of the speakers. Mr. Ocón encouraged Library Board members to attend the annual workshop.
- Mayor and City Council will host the annual Boards and Commissions Appreciation Dinner on Friday, May 15. Details will be forthcoming.

5. OLD BUSINESS

None.

6. NEW BUSINESS

A. Day in the District-Recap

Dr. Acena and Mr. Ocón provided a recap of their participation in 2015 Day in the District visits to the offices of State Senator Jerry Hill and Assembly Member Kevin Mullin. The delegation included library directors, library trustees, friends of the library, literacy volunteers, and community members who have benefited from their use of public libraries. Peninsula Library System libraries that were represented included the Redwood City, South San Francisco, San Bruno and San Mateo libraries.

B. Library Rules of Conduct policy

Mr. Ocón distributed a proposed revision of the Library Rules of Conduct Policy. Mr. Ocón explained that it has been more than five years since the last revision and that a new revision is necessary to ensure that the Library continues to be a safe and welcoming environment for library patrons and staff. A revision at this time will also help clarify library practices when communicating with patrons as issues arise. The Board discussed the proposed revision and provided input. Mr. Ocón will canvass Board members for any further revision ideas prior to the next Board meeting.

7. REPORTS

A. Library Board President

Ms. Giffen shared that she attended the Library Foundation Board of Directors meeting on February 10. At the meeting, Foundation Board members discussed the upcoming Gala event on April 25; heard a staff presentation on the Library's Facebook page; and planned for a book discussion session on *The Sacrifice*, a new book by Joyce Carol Oates, who is the featured author at the Gala event.

B. City Librarian

Mr. Ocón commented on additional items in his report previously unmentioned:

- Link+, a new interlibrary loan service that will be launched on March 5. There will be no charge to individual users, and patrons will receive the requested books more expeditiously.
- The Food for Fines program held during the holiday season at San Mateo libraries successfully raised enough food to feed 151 families for a week.
- Voice of Youth Advocates (VOYA) magazine published an article on the successful work of Librarians Alison Day and Addie Spanbock in providing opportunities to teen volunteers who have been assisting at children's programs. Currently, the Library's Teen Advisory Group has been volunteering at craft activities for tweens in the Library.

8. OTHER BUSINESS

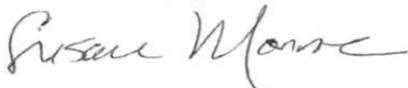
None.

9. ADJOURNMENT

There being no further business, Ms. Giffen adjourned the meeting at 6:33 p.m.

Next Meeting: The Library Board of Trustees will meet on **Monday, March 23, 5:30 p.m. in the Cedar Room, Main Library.**

Submitted by:



Date: March 13, 2015

Susan Monroe, Secretary