



**CITY OF SAN MATEO
LIBRARY BOARD OF TRUSTEES
March 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 5:34 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 and Mitra Haddad, City Librarian Ben Ocón, Management Analyst II Jan Busa, Supervising Librarian Rukshana Singh, and community member Siva Heiman.

3. CONSENT CALENDAR ADOPTION

Dr. Acena requested that the Financial Report be removed from the Consent Calendar for discussion. The remaining Consent Calendar was adopted without discussion. Motion was made by Ms. Rodricks, seconded by Ms. Haddad, and passed 5-0. Mr. Ocón provided clarification for Dr. Acena of an expenditure on the Financial Report for filming and production. The Financial Report was adopted. Motion was made by Dr. Acena, seconded by Ms. Rodricks, and passed 5-0.

4. PUBLIC COMMENT

Ms. Heiman thanked the Board and Library staff for their hard work; she made suggestions of programs for children, including an area set aside for homework, that will be referred to staff for further review.

5. COMMUNICATION

Communications included:

- The Library's Teen Advisory Group will lead the flag ceremony at the City Council meeting on Apr. 6; Mr. Ocón will share plans for National Library Week.
- Invitations to the San Mateo Library Foundation's annual Author Gala have been sent. The event will take place at the Peninsula Golf and Country Club on Apr. 25.
- The annual Boards and Commissions Appreciation Dinner, hosted by the Mayor and City Council, will take place on Friday, May 15 at Parkside Aquatic Park.

6. OLD BUSINESS

A. Library Rules of Conduct Policy

Mr. Ocón distributed a new version of the Policy, updated with the Board's suggestions from the last meeting. Also distributed was a draft of a proposed second page to the Policy that describes how violations are enforced. The additional page was suggested by the City Attorney. The Board discussed the proposed documents and provided input.

7. NEW BUSINESS

A. National Library Week Activities

Ms. Singh, Chair of the Library's Programming Team, shared that this year's National Library Week theme, "Unlimited Possibilities @ Your Library." Many

activities have been planned for the week of April 12-18 around the idea of maker's spaces including community art projects. The Team is working with local organizations to present workshops on a variety of topics, such as making terrariums and a robotics demonstration and prizes will include gift cards to local businesses. Ms. Singh distributed marketing materials promoting the activities.

B. 2015-16 Library Budget

Ms. Busa reviewed the Library's 2015-16 budget, which will be the second year of the City's 2014-16 Business Plan. The Board approved submitting a letter supporting the Library's 2015-16 budget to the City Council. Motion was made by Ms. Monroe and seconded by Dr. Acena and passed 5-0.

8. REPORTS

A. Library Board President

Ms. Giffen shared the following:

- She is pleased with the plaque honoring Frances Bohannon Nelson in the Children's Library; she relayed comments of appreciation from Kate Korsh for the Library Board's support of the signage idea proposed by the Bohannon Foundation.
- The Library Foundation has planned a book discussion session on *The Sacrifice*, the new book by Joyce Carol Oates.

B. City Librarian

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

- "Read Across America" activities at the Library, held on March 4 were a great success.
- The San Mateo Public Library Foundation will host an event to unveil the Bohannon Foundation plaque honoring Frances Bohannon Nelson on May 8.
- Mr. Ocón attended the Public Library Director's Forum in Ontario (CA), coordinated by the California State Library. Susan Hildreth, the new PLS Executive Director was one of the speakers.

9. OTHER BUSINESS

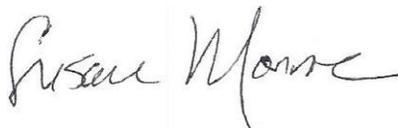
None.

10. ADJOURNMENT

There being no further business, Ms. Giffen adjourned the meeting at 6:55 p.m.

Next Meeting: The Library Board of Trustees will meet on **Monday, April 27, 5:30 p.m. in the Cedar Room, Main Library.**

Submitted by:



Date: April 17, 2015

Susan Monroe, Secretary