



**CITY OF SAN MATEO**  
**LIBRARY BOARD OF TRUSTEES**  
**April 27, 2015**

**Meeting Minutes**

**1. CALL TO ORDER**

The meeting was called to order by Sarah Giffen, President of the Library Board of Trustees, at 5:31 p.m.

**2. PLEDGE OF ALLEGIANCE & ROLL CALL**

Ms. Giffen led those in attendance with the Pledge of Allegiance. Present were Library Board members Dr. Albert Acena, Mitra Haddad, Susan Monroe, Robin Rodricks, City Librarian Ben Ocón, Deputy City Librarian Elliot Warren, and two members of the public, Mary Webb and Susan Phelps.

**3. CONSENT CALENDAR ADOPTION**

Approved the Consent Calendar with a correction to the March 23 Library Board of Trustees meeting minutes; Dr. Acena identified a spelling mistake and the minutes will be corrected. Motion made by Ms. Rodricks, seconded by Ms. Monroe and the motion passed 5-0.

**4. COMMUNICATION**

The annual Boards and Commissions Dinner will be held on Friday, May 15, 2015, at the Parkside Aquatic Park (100 Seal Ct.) with a starting time of 5:30 p.m.

**5. UNFINISHED BUSINESS**

A. Rules of Conduct Policy: Mr. Ocón provided a revision of the Rules of Conduct Policy that integrates input from the Library Board and Library staff. Board members discussed their interest in ease of use for staff. Board members adjusted the order of the violation levels in the enforcement section. The minor infractions will be listed first; and the criminal activity violations will be listed last. Mr. Ocón informed the Board that the next step is for the finalized draft to be reviewed by the City Attorney.

**6. NEW BUSINESS**

- A. California Public Library Advocates Workshop: Ms. Giffen, Ms. Monroe and Ms. Rodricks attended the CPLA workshop held at the Saratoga Library on March 28, 2015. California State Librarian Greg Lucas and PLS Executive Director Susan Hildreth spoke. Ms. Monroe and Ms. Rodricks shared a description of the Redwood City Library's Foundation's partnership with a community advocacy organization; and also discussed best practices for advocacy towards state legislators, as recommended at the workshop.
- B. Library Stories from Patrons (National Library Week): Mr. Ocón shared stories and drawings that library patrons created during this year's National Library Week events. Participants included children and adults and all shared stories about the way that the Library has positively affected their lives. Mr. Ocón also described events at the Library during National Library Week. The Library held multiple daily programs, including crafts programs, along with daily activities that reflected a "Maker-Space" theme.

- C. Thank You Letter to the Bohannon Foundation: Board members reviewed, finalized, and signed a thank you letter to the Bohannon Foundation for its major gift to the Library Foundation in memory of longtime Library supporter Frances Bohannon Nelson.
- D. Library Video Project: Mr. Ocón screened a video that was recently created to promote the Library's services. Board members expressed appreciation for the diversity of services and perspectives presented in the video.

## 7. REPORTS

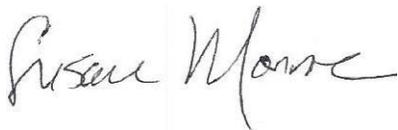
- A. Library Board President: Ms. Giffen provided additional highlights from the California Library Advocates Workshop:
- State Librarian Greg Lucas discussed the vitality of California Libraries and advocated for a statewide library card.
  - The advocacy workshop was very important and helpful.
  - PLS Executive Director Susan Hildreth discussed the Aspen Institute report called "Rising to the Challenge: Re-envisioning Public Libraries" that positions libraries in the center of educational, economic, social and civic opportunities for all kinds of communities.
- B. City Librarian: Mr. Ocón shared highlights of his City Librarian's Report, including:
- National Library Week activities featured a full slate of "maker space" type workshops on a variety of interesting topics. Other activities included community art projects such as string art in the lobby and creating zentagles.
  - The Library's tax assistance program conducted by AARP helped community members complete 375 returns during the 2015 tax season.
  - The Library hosted the 15<sup>th</sup> annual High School Arts Recognition Program on April 12. Students from the three San Mateo high schools (Aragon, Hillsdale and San Mateo) were recognized at the program by City Arts of San Mateo.
  - Statistical measurements through the end of the third quarter showed increases in nearly all of the categories: Circulation (+4%); visitors (+7%); reference questions (+6%); requested titles filled (+62%); computer use (+39%); library website visits (+17%) and circulation of e-books (+52%).

## 8. OTHER BUSINESS

- There was no other business.
- Ms. Giffen adjourned the meeting at 6:42 pm.

**Next Meeting:** The Library Board will next meet on **Tuesday, May 26, 2015, 5:30 p.m. Cedar Room, Main Library**. This is on a Tuesday due to the Memorial Day Holiday.

Submitted by:



Susan Monroe, Secretary

Date: May 15, 2015