



**CITY OF SAN MATEO
LIBRARY BOARD OF TRUSTEES
January 26, 2015**

Meeting Minutes

CALL TO ORDER

The meeting was called to order by Sarah Giffen, President of the Library Board of Trustees at 5:32 p.m.

PLEDGE OF ALLEGIANCE & ROLL CALL

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

CONSENT CALENDAR

Motion was made by Ms. Monroe to approve the items of the Consent Calendar, seconded by Dr. Acena and passed with a vote of 5-0.

1. Approval of Minutes of November 24, 2014
2. Financial Reports for November 2014 and December 2014
3. Gifts Reports for November 2014 and December 2014

[Note: The minutes of the November 24, 2014 meeting incorrectly listed the date of the Leadership Circle event as October 9, 2015; the correction was made to read "2014"].

PUBLIC COMMENT

None

COMMUNICATION

4. City Council's 2015 Goal Setting Session

Mr. Ocon relayed an invitation to the Library Board from the City Clerk's office to the City Council's 2015 Goal Setting Session on Wednesday, February 25, 2015, in the Oak Room of the Library.

5. Change in Personnel at Peninsula Library System

Mr. Ocon shared the news that Linda Crowe, executive director of the Peninsula Library System, announced her retirement after 31 years and that Susan Hildreth has been appointed as Ms. Crowe's successor. Ms. Hildreth previously served as the director of the Institute of Museums and Libraries (a Presidential appointment), director of the Seattle Public Library, California State Librarian and City Librarian at the San Francisco Public Library. Ms. Hildreth will start in her new position on March 1, 2015.

6. Legislative Update: Day in the District

Mr. Ocon announced that this year's "Day in the District" visits to State legislators who represent San Mateo districts will be scheduled in February with visits to State Senator Jerry Hill and Assembly Member Kevin Mullin. Dates will be forthcoming.

OLD BUSINESS

None

NEW BUSINESS

7. Collection HQ: New Tool to Enhance the Library's Collections

Mr. Warren presented an overview of Collection HQ, a software tool for librarians that is designed to enhance the Library's collections. The goals in using this new product center on improving the patron experience with the catalog; improving the browsing experience of library users; improving the allocation of resources (money, time, space) to reflect community needs and refresh collections that are currently high use or understocked; and for staff to identify and order titles that circulate well at other libraries. Library staff can also identify titles that are no longer on shelves or are of no interest to patrons. During next five months, staff will procure new titles for the collection areas in need of development. Mr. Warren also reviewed the process for deaccessioning titles, which includes the digitization of titles at the Internet Archive and making titles available to the public through Friends of the Library book sales (of which the revenue raises funds for the Library to buy more new titles).

8. Promoting Opportunity to Serve on the Library Board

Mr. Ocon shared that the Library will begin announcing the opportunity to serve on the Library Board for the 2015–19 term. The second term of Ms. Haddad will be coming to an end in June and community members will have an opportunity to apply and be considered by the City Council. The first terms of Ms. Giffen and Ms. Rodricks will also end in June, and each will have the option to serve a second term.

REPORTS

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

- Attendance at the Library's Annual Holiday Potluck for library staff and volunteers on Dec. 18, 2014.

10. City Librarian—Mr. Ocón shared highlights from the City Librarian's Report, including:

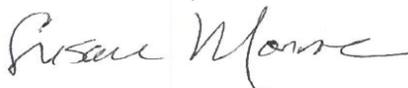
- The English tutoring class program has expanded to a new site, the Peninsula Family Services agency.
- Statistical information from the first six months of the fiscal year 2014-2015 measured increases in most of the output measurements: Circulation of library materials (+2%); number of visitors (+6%); reference questions answered by staff (+6%); title holds filled (+49%); computer uses (+30%); library website visits (+28%); and circulation of e-books (+62%).

OTHER BUSINESS

- There was no other business.
- Ms. Giffen adjourned the meeting at 6:48 PM

Next Meeting: The Library Board will meet on **Monday, February 23, 2015, 5:30 p.m., Cedar Room, Main Library.**

Submitted by:



Date: February 5, 2015

Susan Monroe, Secretary 2014-15