



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

**Meeting Minutes**

**1. CALL TO ORDER**

The meeting was called to order by Sarah Giffen, president of the Library Board of Trustees, at 5:33 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, Librarian II Addie Spanbock, and Librarian II Alison Day.

**3. CONSENT CALENDAR ADOPTION**

The board approved the Consent Calendar, with no changes. A motion was made by Ms. Rodricks, seconded by Dr. Acena, and passed 5-0.

**4. COMMUNICATION**

The library received a letter from State Librarian Greg Lucas regarding a new web page, Library Services for People with Disabilities, that directs visitors to library services that are customized for people with disabilities in their geographical area.

**5. UNFINISHED BUSINESS**

Rules of Conduct Policy: The Board reviewed the final revision of the policy, which had also been reviewed by the City Attorney's office. Ms. Haddad made a motion to approve the revised policy. Ms. Rodricks seconded the motion. The motion passed 5-0.

**6. NEW BUSINESS**

- A. Summer Learning Challenge: Ms. Spanbock and Ms. Day provided an overview of this year's Summer Learning Challenge that is designed to encourage children and families to engage in reading and learning activities over the summer (June 1–August 31). Ms. Spanbock described the teen reading program that will include a robotics program for 5<sup>th</sup> through 8<sup>th</sup> graders. Ms. Day provided an overview of the program for children and shared a calendar of children's events. As in the previous year, prizes will be available for all participants, and finishers have the opportunity to enter a raffle for a \$1,000 scholarship for college. The Library will be working closely with the Boys and Girls Club and the City of San Mateo Parks & Recreation Department to promote the Library's summer reading program.
- B. Reception Commemorating the Frances Bohannon Nelson Memorial Plaque: On May 8, 2015, Board members Giffen, Rodricks, and Monroe attended the function held in the Children's Room of the Main Library to commemorate the major gift by the Bohannon Foundation and the installation of the Frances Bohannon memorial plaque. In attendance were Deputy Mayor Jack Matthews, County Supervisor Carole Groom, and former City Librarian K. G. Ouye. Mr. Ocón thanked the Board for their active participation in approving the donor recognition signage proposal submitted by the San Mateo Public Library Foundation on behalf of the Bohannon Foundation.

- C. Boards and Commissions Dinner: Ms. Rodricks, Ms. Monroe, and Ms. Haddad shared highlights from the annual Boards and Commissions Dinner that was held at the Parkside Aquatic Center on May 15, 2015. In addition to the dinner, the event included tours of the lagoon and a demonstration of Hawaiian hula dancing. Mayor Freschet and Councilmember David Lim acknowledged the three Trustees who are stepping down from service this year.
- D. Review of Library Board's Annual Succession of Leadership: Mr Ocón provided an overview of the rotating process by which Board members have an opportunity to serve in the various leadership roles. The annual rotation of officer roles allows each Trustee to serve as Secretary, Vice-President, and President of the Library Board at least once during their 4-year term. The Board leadership roles for fiscal year 2015–16 will be filled by Ms. Monroe as president and Dr. Acena as vice president. The secretary position will be assigned to one of the three incoming Trustees once they are appointed by the Council.

## 7. REPORTS

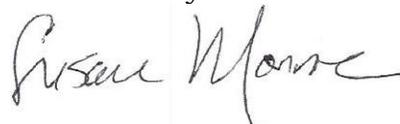
- A. Library Board President: Ms. Giffen thanked the Board members for their work and support during her year as President and reaffirmed the importance of public library services. Ms. Giffen accentuated the value of the printed book, called libraries indispensable for communities, and thanked Mr. Ocón and staff for their hard work and service. Ms. Giffen shared her interest in staying involved with the library after her term ends this year.
- B. City Librarian: Mr. Ocón shared highlights from his City Librarian's Report, including:
- The San Mateo Toyonaka Friendship Festival took place on May 16 as part of the Library's Asian Pacific American Heritage Month. The Library's *koto* instrument was highlighted during the program because it had been a special gift to the City of San Mateo by the City of Toyonaka in 1964. Local musician, Ms. Utasetu Handa, performed select Japanese music using the *koto*. The program also featured Taiko drumming and other demonstrations of traditional Japanese culture.
  - Mr. Ocón attended the Pacific Library Partnership's annual Directors' meeting that took place on May 8 at the Santa Clara City Library. Mr. Ocón shared details about statewide and local early literacy initiatives—the Campaign for Grade Level Reading, the California Library Association's Summer Learning Program, and the Super Bowl 50 "Super Summer" SF Bay Area Early Literacy Initiative.

## 8. OTHER BUSINESS

Ms. Giffen passed the presidential gavel to Ms. Monroe as the new president of the Library Board. Ms. Monroe adjourned the meeting at 6:37 pm.

**Next Meeting:** After the City Council has appointed the new Trustees, the Library Board will next meet on **July 27, 2015 at 5:30 p.m. in the Cedar Room, Main Library.**

Submitted by:



Susan Monroe, Secretary

Date: June 8, 2015