



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

Meeting Minutes

1. CALL TO ORDER

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

2. PLEDGE OF ALLEGIANCE, OATH OF OFFICE FOR NEW TRUSTEES & ROLL CALL

Ms. Monroe led those in attendance with the Pledge of Allegiance. City Clerk Patrice Olds administered the Oath of Office to new Board members Elizabeth De Winter, Megan Myers, and Don Hill. The roll call was conducted and present were: Library Board members Susan Monroe, Dr. Albert Acena, Elizabeth De Winter, Megan Myers, Don Hill, City Librarian Ben Ocón, Deputy City Librarian Elliot Warren, and Library Foundation President Paige Meeks. No members of the public were present.

3. APPROVAL OF CONSENT CALENDAR

Approved as presented. Motion to approve the consent calendar was made by Dr. Acena, seconded by Ms. De Winter, and passed 5-0.

4. COMMUNICATION

Mr. Ocón shared the following communication:

- A. "Board Effectiveness Training" is scheduled for Sat., Aug. 22 (8:30 a.m.-12:30 pm) Cedar Rm., Main Library. All Board members confirmed that they will attend.
- B. "2015 Commissioner & Stakeholders Forum" is scheduled for Tues., Sept. 29, 2015 (6:00-9:00pm) Oak Rm., Main Library.

5. UNFINISHED BUSINESS None.

6. NEW BUSINESS

A. Designation of Library Board Secretary

The Board designated Elizabeth De Winter to serve as Secretary for fiscal year 2015-16. The Library Board will update the Library Board's Succession of Leadership Roles rotation calendar for 2016-17 and 2017-18.

B. Recap of American Library Association Conference Session

Dr. Acena and Mr. Ocón recapped the "Nuts and Bolts for Library Trustees, Friends and Foundations" training that was held on June 26, as part of the 2015 American Library Association Conference held in San Francisco. Included in the recap was information on the roles of Trustees, the decision making process and how to work together effectively. Dr. Acena distributed useful tip sheets and shared how the workshop was an opportunity to network with Trustees from other libraries.

C. 2015 Customer Satisfaction Survey

Mr. Ocón shared the statistical summary of the 2015 Customer Satisfaction Survey ratings; and handed out the compilation of the comments submitted by responders to the survey. Mr. Ocón explained that the Library conducts this survey every year and takes to heart the ratings and feedback. The Board will take time to review the compilation of comments at the next meeting.

D. Calendar of Library Board Meetings in 2015-16

The Board confirmed that the monthly meetings will be held on the fourth Monday of each month and that there will be no meeting scheduled in December. Motion was made to adopt the calendar of Library Board meetings for 2015-16 by Dr. Acena, seconded by Ms. De Winter, and passed 5-0.

E. 2015-16 Work Plan Initiatives

Mr. Ocón presented an overview of the Library's 2015-16 Work Plan initiatives. Board members were given this document as an attachment to the Agenda. Mr. Ocón said the Library is working to establish high standards and will be applying the principles of a High Performance Organization. Mr. Ocón said there will be periodic updates by staff and an opportunity for the Board to provide input.

7. REPORTS

A. Library Board President – No report.

B. City Librarian

Mr. Ocón shared highlights from the City Librarian's Report, July 2015:

- Library received a \$3,500 grant from "The Re(a)d Zone" for early literacy.
- Library received \$18,000 from the State Library for Project Read.
- Tween Scavenger Hunt was a big success that involved 126 youth.
- Café lease was not renewed; and the Library will initiate a search for a new café services provider.

C. Library Foundation President

Ms. Meeks shared that this year's Author Gala event held in April netted nearly \$137,000. Special thanks to the Literary Society, an auxiliary of the Library Foundation. Ms. Meeks assured that a Foundation representative will be attending each Library Board meeting this coming year. In turn, Ms. Monroe and Mr. Ocón will attend Library Foundation Board meetings (as *Ex-Officio* Board members).

8. AGENDA BUILDING

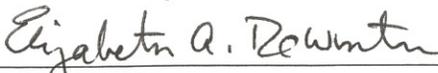
Ms. Monroe introduced "Agenda Building" as a new standing agenda item that will allow Board members to propose future agenda items. Requested topics included: Overviews of Library's programs; fees; an opportunity for the Board to advise on the 2016-17 budget earlier in the process; and an opportunity to brainstorm a collaboration effort with Library Foundation. Mr. Ocón shared that agenda items for the Sept. 28 meeting will include presentations by City Manager Larry Patterson and Susan Hildreth (Executive Director of Peninsula Library System).

9. ADJOURNMENT

There being no further business, Ms. Monroe adjourned the meeting at 7:15 p.m.

Next Meeting: The Library Board of Trustees will meet on **Monday, August 24, 2015 at 5:30 p.m. in the Cedar Room, Main Library.**

Submitted by:


Elizabeth De Winter, Secretary

Date: 8/12/2015