



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

**Meeting Minutes**

**1. CALL TO ORDER**

Susan Monroe, President of the Library Board of Trustees, called the meeting to order at 5:40 p.m.

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

Ms. Monroe led those in attendance with the Pledge of Allegiance. Roll call was conducted and present were Library Board members Elizabeth De Winter, Susan Monroe, and Megan Myers, City Librarian Ben Ocón, Deputy City Librarian Elliot Warren, and Supervising Library Assistant Nicol White.

**3. CONSENT CALENDAR ADOPTION**

Motion to approve consent calendar made by Ms. De Winter, seconded by Ms. Myers, and the motion passed 3-0.

**4. COMMUNICATIONS**

The Library has received an invitation to a "Get Acquainted with PLP" event that will be held on Thursday, November 12, 2015 from 4:00 to 6:00 p.m. at the PLP/PLS office (2471 Flores Ave., San Mateo). The purpose is to provide an overview and orientation of the Pacific Library Partnership (PLP) to library staff, Trustees, Foundations, elected officials and community stakeholders.

**5. OLD BUSINESS**

None.

**6. NEW BUSINESS**

- A. Library Card Sign-Up Month: Supervising Library Assistant Nicol White shared highlights from the successful Library Card Sign-Up Month promotion that was in effect during the month of September. The promotion was very popular with both children and adults. Ms. White showed a slide show of photos that were taken throughout the promotion at different outreach and library events. Over 833 replacement cards and 785 new cards were issued during the month of September.
- B. Future of Libraries Conference: The Participatory Library: City Librarian Ben Ocón shared highlights from the Future of Libraries Conference held on September 29, 2015 at the San Francisco Public Library (that was also attended by Library Trustee Don Hill). Mr. Ocón said the topic of community engagement was especially good. Nina Simon, Executive Director of the Santa Cruz Museum of Art and History, was the keynote speaker. The video of the entire conference can be viewed on the Pacific Library Partnership website at [plpinfo.org](http://plpinfo.org).
- C. Library Policies: Mr. Ocón shared a general background of the Library Board's project that was conducted in 2010-11 to update the Library's policies. Each current policy was reviewed. Mr. Ocón advised the Board that the creation of a library policy is a collaborative process that includes input from library staff, the Library Board and legal advisement from the City Attorney's office.

- D. Improving Community's Access to Library Board Meetings: This topic was moved to the November meeting due to the absence of Library Board member Don Hill, who requested this agenda item.

## 7. REPORTS

- A. Library Board President: Ms. Monroe shared highlights from the Staff Development Day that was held on October 22 which was also attended by Library Trustee Don Hill; and reported that it was a day of great involvement. Ms. Monroe also referenced an article, "Reinventing the Library" by Alberto Manguel that appeared in the *New York Times* (10/24/15). The article can be accessed online at: [http://www.nytimes.com/2015/10/24/opinion/reinventing-the-library.html?\\_r=0](http://www.nytimes.com/2015/10/24/opinion/reinventing-the-library.html?_r=0)
- B. City Librarian: Mr. Ocón also shared highlights from the Staff Development Day which featured Robert Dawson (author of *The Public Library*) as the keynote speaker and Assistant City Manager Matt Bronson who shared an update about the City's High Performance Organization initiative. Staff activities included providing input about the "Highlights of the past year," "What's great about working at SMPL?" "If I ran the Library," and "What can be improved at the San Mateo Public Library." Once the input has been compiled, Mr. Ocón will share the compilation with the Library Board.
- C. Library Foundation President: No report. The Library Foundation was unable to send a representative due to a conflicting event taking place that same evening.

## 8. AGENDA BUILDING

The following topics are scheduled for future Library Board meetings:

- Improving community access to Library Board meetings—previously approved (originally scheduled for 10/26/15), re-scheduled for Nov. 23.
- Overview of Fines and Fees—previously approved; scheduled for Nov. 23.
- Debrief on the Aspen Institute's report *Rising to the Challenge; re-envisioning public libraries* and share advisement with staff on programs and services for the San Mateo community--previously approved; scheduled for Nov. 23.
- Brainstorming a collaborative function involving Library Board and San Mateo Public Library Foundation—previously approved; scheduled for Nov. 23.
- Update on the Library's Technology Lending Service project – approved; scheduled for Jan. 25, 2016.

## 9. OTHER BUSINESS

- Ms. Monroe adjourned the meeting at 7:15 pm.

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

Submitted by:

  
Elizabeth De Winter, Secretary

Date: 11/16/2015