



**CITY OF SAN MATEO
LIBRARY BOARD OF TRUSTEES
August 24, 2015**

Meeting Minutes

1. CALL TO ORDER

In the absence of Susan Monroe, President of the Library Board of Trustees, Dr. Albert Acena, Vice President, called the meeting to order at 5:35 p.m.

2. PLEDGE OF ALLEGIANCE & ROLL CALL

Dr. Acena led those in attendance with the Pledge of Allegiance. The roll call was conducted and present were: Library Board members Dr. Albert Acena, Elizabeth De Winter, Megan Myers, Don Hill, City Librarian Ben Ocón, Deputy City Librarian Elliot Warren, and Library Foundation Board member Gail Sinquefield. No members of the public were present.

3. APPROVAL OF CONSENT CALENDAR

Approved as presented. Motion to approve the consent calendar was made by Mr. Hill, seconded by Ms. De Winter, and passed 4-0.

4. COMMUNICATION

Mr. Ocón shared the following communication:

- A. Copies of *Aspen Institute's Report Rising to the Challenge: Re-Envisioning Public Libraries* were distributed as preparation of the forthcoming presentation by Susan Hildreth, Executive Director, Peninsula Library System, at the next Board meeting on Sept. 28, 2015. The report is also accessible online at <http://as.pn/libraries>.
- B. Board members to review the newly adopted "Boards and Commissions Rules and Procedures" in preparation of the forthcoming presentation by City Manager Larry Patterson and City Clerk Patrice Olds at the next Board meeting on Sept. 28, 2015.
- C. "Get Acquainted with the Peninsula Library System and the Pacific Library Partnership" is scheduled for Thurs., Nov. 12, 2015 (4:00-6:00pm) at the PLS Office (2471 Flores St., San Mateo). More details will be forthcoming.
- D. The "Board Effectiveness Training" to be conducted by Alan Smith (Contra Costa County Library Trustee and California Public Library Advocates trainer) is now scheduled for Sat., Jan. 9, 2016 in the Cedar Room (8:30am-12:30pm).
[Update: The "2015 Boards and Stakeholders Forum" that was scheduled for Tues., Sept. 29, 2015 has been cancelled per a communication received from the City Clerk].

5. UNFINISHED BUSINESS

- A. Review of the 2015 Customer Satisfaction Survey Comments
Board members discussed the feedback submitted by library patrons during the Customer Satisfaction Survey. Board members requested a breakdown of the comments by library location which Mr. Ocón agreed to send.

6. NEW BUSINESS

- A. Annual Report Brochure
Mr. Ocón distributed copies of the 2014-15 Annual Report brochure. The report provides an at-a glance statistical summary for fiscal year 2014-15, and a "Highlights of the Year" section, that included the extension of Library hours at all locations as the principal highlight of the year.

B. Recap of "Night Out" Community Outreach Event

Ms. De Winter and Mr. Ocón recapped the "Night Out" community outreach event that was held on Aug. 4, 2015, at the King Community Center. Included in the recap was the successful turnout by community members at the Library's table.

C. Overview of Library Programs and Partnerships

Mr. Ocón presented an overview of the Library's programs and partnerships, which was requested by the Board at the previous meeting. Mr. Ocón shared that library staff will be scheduled periodically at forthcoming Board meetings to share updates of the Library's programs.

7. REPORTS

A. Library Board President – No report.

B. City Librarian

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

- Library received a donation of children's books in Japanese from the City of Toyonaka, San Mateo's Sister City in Japan.
- Attendance at the Library's summer programs has exceeded 9,000 attendees thus far.
- September is Library Card Sign-Up Month. The Library will be actively promoting library card registrations in conjunction with the American Library Association's campaign using of the character Snoopy (alias "Joe Cool").

C. Library Foundation Director

Ms. Sinquefield shared the following:

- Board members are invited to the "Leadership Circle" donor appreciation event that will be held on Fri., Oct. 2, 2015, at the historic Carolands Chateau.
- The Annual Gala will be held on Sat., April 30, 2016 at the Green Hills Country Club in Millbrae and will feature acclaimed author Michael Chabon.
- The Library Foundation raised \$320,000 for the Library in 2014-15.

8. AGENDA BUILDING

- For September, presentations by Susan Hildreth and Larry Patterson.
- For October and November, an overview of the Library's fees; brainstorming on ways the Library Board can collaborate with the Library Foundation Board; and a discussion on the Board's accessibility to patrons of the Branch libraries.

9. ADJOURNMENT

There being no further business, Dr. Acena adjourned the meeting at 7:05 p.m.

Next Meeting: The Library Board of Trustees will meet on **Monday, September 28, 2015 at 5:30 p.m. in the Cedar Room, Main Library.** The meeting will be preceded by a welcome reception for Ms. Hildreth at 5:00pm in the Cedar Room.

Submitted by:

Elizabeth a. De Winter
Elizabeth De Winter, Secretary

Date: 9/17/2015