



**CITY OF SAN MATEO  
LIBRARY BOARD OF TRUSTEES  
September 28, 2015**

**Meeting Minutes**

**1. CALL TO ORDER**

Susan Monroe, President of the Library Board of Trustees, called the meeting to order at 5:35 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, Don Hill, Susan Monroe, and Megan Myers, City Librarian Ben Ocón, Deputy City Librarian Elliot Warren, City Manager Larry Patterson, City Clerk Patrice Olds, Executive Director of the Peninsula Library System Susan Hildreth, and Library Foundation Board President Paige Pohlers Meek.

**3. CONSENT CALENDAR ADOPTION**

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

**4. COMMUNICATIONS**

Dr. Sandra Hirsh, Director of the San Jose State University School of Information and Library Science, will provide an overview of the Master's degree program at SJSU on December 10, 9:00 AM, in the Oak Room (Main Library). The presentation will be open to staff and the public.

**5. OLD BUSINESS**

None.

**6. NEW BUSINESS**

- A. Aspen Institute Report "Rising to the Challenge: Re-envisioning Public Libraries": Susan Hildreth, Executive Director of the Peninsula Library System, provided an overview of the Aspen Institute's report *Rising to the Challenge: Re-envisioning Public Libraries*. As an Aspen Institute Fellow, Ms. Hildreth shared that she took part in the drafting of the report and described the report as a framework for public libraries to improve resource allocation, plan effective programs and engage community partners. Ms. Hildreth commended the San Mateo Public Library on some of its services and partnerships that reflect the report's findings and recommendations.
- B. Boards and Commissions Rules and Procedures: City Manager Larry Patterson and City Clerk Patrice Olds presented an overview of *Boards and Commissions Rules and Procedures* that was recently adopted by the City Council (8/17/15). Mr. Patterson stated that primary goals consist of establishing consistency and clarity for commissioners, staff, and community members. Mr. Patterson underscored the advisory role of boards, the operational responsibilities and oversight of staff, the prescribed methods for boards to communicate with their Department Head who serves as the board's liaison and as the steps for developing future board agendas.

## 7. REPORTS

- A. Library Board President: No report.
- B. City Librarian: Mr. Ocón shared highlights of the City Librarian's Report--
- Project Read held its 30<sup>th</sup> anniversary celebration on Sunday, September 20. Carla Lehn, California State Library and Literacy Services, was the keynote speaker. The event was well attended by community members, literacy tutors, literacy students, staff and donors. In attendance was City Councilmember Rick Bonilla who enjoyed hearing the testimonials of tutors and students.
  - The Pew Institute released a report entitled *Libraries at the Crossroads* which focuses upon how libraries support educational and technological literacy community needs.
  - The annual Staff Development Day will be held on Thursday, October 22 to provide library employees with in-service training. San Mateo libraries will be closed to free up all library staff to attend. Library Board members are invited to attend.
- C. Library Foundation President: Ms. Meek shared an update from the SMPLF Board--
- The annual Leadership Circle donor appreciation event will be held on Oct. 2 at the Carolands Chateau in Hillsborough and the Library Board is invited.
  - The Literary Society has selected Michael Chabon as the featured author at the 2016 Author Gala event on April 30, 2016; and the event will be held at the Green Hills Country Club in Millbrae.

## 8. AGENDA BUILDING

The following topics were proposed for future Library Board meetings. Per the advisement of the City Manager, topics that are added to future agendas need to be supported by a majority vote of the Library Board. The Board approved five topics; and opted to resume consideration of one topic at future "agenda building" discussions.

- Review of Library's policies--scheduled for Oct. 26.
- Improving community access to Library Board meetings—scheduled for Oct. 26.
- Fines and fees--scheduled for Nov. 23.
- Brainstorming on a collaborative function involving the Library Board and the San Mateo Public Library Foundation – approved; meeting date to be determined.
- Identification of community challenges in relation to the development of Library projects and services per the Aspen Institute report—approved; meeting date to be determined.
- "What is working well at the Library? What is not?" [consideration will resume at future "agenda building" discussions]

## 9. OTHER BUSINESS

- Ms. Monroe adjourned the meeting at 6:55 pm.

**Next Meeting:** The Library Board will next meet on **October 26, 5:30 p.m. Cedar Room, Main Library**

Submitted by:

  
Elizabeth De Winter, Secretary

Date: 10/20/15