San Mateo
Public Library

CITY OF SAN MATEO
LIBRARY BOARD OF TRUSTEES
November 23, 2015

Meeting Minutes

1. CALL TO ORDER

Susan Monroe, President of the Library Board of Trustees, called the meeting to order at 5:32 p.m.

2. PLEDGE OF ALLEGIANCE & ROLL CALL

Ms. Monroe led those in attendance with the Pledge of Allegiance. Roll call was conducted and Library Board members present were Elizabeth De Winter, Susan Monroe, and Don Hill, City Librarian Ben Ocón, and Rada Zarandian, Vice-President, Library Foundation. Library Board members Megan Myers and Dr. Al Acena arrived immediately after roll call.

3. CONSENT CALENDAR ADOPTION

Motion to approve consent calendar was made by Ms. De Winter, seconded by Mr. Hill, and the motion passed 5-0.

4. COMMUNICATIONS

A. City Council Reorganization Meeting, December 7, 2015: Invitation received from Mayor Maureen Freschet to the City Council's Reorganization meeting on Monday, December 7, 2015, 7:00pm, City Council Chamber, 330 W. 20th Avenue (with a reception in the City Hall Atrium following the meeting).

B. 2016 California Public Library Advocates Workshop: The California Public Library Advocates (CPLA) association has announced that its annual Northern California Workshop will be held on Saturday, April 23, 2016, at the Redwood City Public Library (8:30am-12:30pm), 1044 Middlefield Rd., Redwood City.

5. NEW BUSINESS

A. Fines and Fee Schedule (2016-17): Jan Busa, Management Analyst II, shared a draft of the proposed 2016-17 Fee Schedule and presented an overview of the Library's fines and fees. Motion to recommend the proposed 2016-17 Fee Schedule to the City Council for adoption was made by Mr. Hill, seconded by Ms. De Winter, and the motion passed 5-0.

B. Brainstorming a Collaborative Project with the Library Foundation: The Library Board shared ideas for jointly planning a collaborative project with the Library Foundation. It was suggested that a committee be formed (comprised of Library Board and Library Foundation Board members) to formulate recommendations and report back to the Board. Motion to form this committee was made by Mr. Hill, seconded by Ms. Myers, and the motion passed 5-0. Mr. Hill and Ms. De Winter volunteered to serve on the committee. Library Foundation Board members who will serve on the committee will be designated by the Library Foundation at a future date.

C. Improving Community's Access to Library Board Meetings: The Library Board discussed ways to improve the community's access to Library Board meetings. The Board advised that the newly formed Collaborative Committee address this interest as part of the committee's charge.

D. Debriefing on Aspen Institute Report: "Rising to the Challenge; Re-Envisioning Public Libraries": The Library Board debriefed on the Aspen Institute's report and suggested the following ideas for the Library to consider: makerspace area; outreach to new immigrants; hosting citizenship ceremony; library program in the community; pop-up library; farmer's market; seed library; creating local history; and outreach to 20-something young adult demographic. Mr.Ocón thanked the Board for its advisement and will keep the Board abreast of ideas that can be implemented.

E. Staff Development Day Compilation of Feedback: Mr. Ocón, City Librarian, shared the compilation of ideas and suggestions recorded at the Staff Development Day event (10/22/15). Mr. Ocón shared that library staff are assessing all of the ideas to determine what can be implemented. Mr. Ocón will share progress reports with the Library Board.

F. Library Board Meeting Starting Time: The Library Board discussed changing the starting time of the monthly meeting. A motion was made to change the starting time to 6:00pm effective in January 2016 by Mr. Hill, seconded by Ms. De Winter, and the motion passed 5-0.

6. REPORTS

A. Library Board President: No report.

B. City Librarian: In the interest of time, Mr. Ocón referred to his written report.

C. Library Foundation President: Ms. Zarandian, Vice-President of the SMPLF Board shared the following highlights: 1.) the 2016 Author Gala that will be held at the Green Hills Country Club in Millbrae on April 30, 2016, and will feature Michael Chabon as the speaker; 2.) for "Giving Tuesday", a global day dedicated to fundraising for charities on the Tuesday following Thanksgiving, the Library Foundation has created a web link to generate online donations for Project Read; as part of the effort, the restaurant Three will donate 5% of the restaurant's proceeds that are generated on Dec. 1st ; and 3.) to save the date for a children's literacy event at the Carolands Chateau on Nov. 20, 2016.

8. AGENDA BUILDING

The following topics are scheduled for future Library Board meetings:

- Update on the Library's Technology Lending Service project-previously approved; scheduled for Jan. 25, 2016.
- Overview of the Financial Report and the Library's trust accounts was approved and scheduled for Jan. 25, 2016.
- Report from the Collaborative Committee (Mr. Hill and Ms. De Winter) was approved and scheduled for Jan. 25, 2016.

9. ADJOURNMENT

Ms. Monroe adjourned the meeting at 7:13 pm.

Next Meeting: The Library Board will next meet on **January 25, 2016**, at the new starting time of **6:00 p.m.** in the **Cedar Room, Main Library**

Submitted by:

Elizabeth A. De Winter Date: 1/9/2016

Elizabeth De Winter, Secretary