



**CITY OF SAN MATEO
LIBRARY BOARD OF TRUSTEES
February 22, 2016**

Meeting Minutes

1. CALL TO ORDER

Susan Monroe, President of the Library Board of Trustees, called the meeting to order at 6:03 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 Dr. Albert Acena, Don Hill, Elizabeth De Winter, Susan Monroe, and Megan Myers, City Librarian Ben Ocón, Library Foundation Board President Paige Meek, Library Foundation Executive Director Kate Korsh, and Librarians Alison Day and Addie Spanbock.

3. CONSENT CALENDAR ADOPTION

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

4. COMMUNICATIONS

The City Clerk's office has confirmed that the Library department is scheduled to conduct the Pledge of Allegiance at the April 4, 2016 City Council meeting.

5. OLD BUSINESS

Report by Collaborative Committee (Comprised of Library Trustees and Library Foundation Board members): Ms. De Winter and Mr. Hill shared their progress on two projects: A naturalization ceremony that will take place on June 17, 2016 at 10:00am at the San Mateo Public Library; and a book discussion program that has been set up to discuss this year's Gala book, *The Amazing Adventures of Kavalier and Clay* by Michael Chabon. The book discussion program will be on April 6th, from 12-1:30pm in the Cedar Room, and members of the Library Foundation, Library Board, and the general public will be invited to take part.

6. NEW BUSINESS

- A. Update on the Library's Programs for Tweens: Librarians Alison Day and Addie Spanbock provided an update of the Library's services and programs for tweens (youth in grades 5th-8th). These programs range from craft afternoons to the very popular after-hours events. The tween programming conceived collaboratively by Ms. Day and Ms. Spanbock was featured in the October 2015 issue of *School Library Journal*.
- B. Overview of the Branch Libraries: Mr. Ocón presented a general overview of the Branch libraries in response to a request from the Board. The overview included a historical timeline, the role and management of the Branches and how flyers of library programs are displayed at each Branch. Mr. Ocón also shared information about the current number of service hours at each Branch (29 hrs. per week); and that input from the community was integrated in developing the schedule. The Library's proposed budget for 2016-17 requests that service hours be restored to 40 hours per week at each Branch which was the service level in 2004 before budget reductions were implemented.

- C. Proposal to Eliminate Fines on Library Cards of Children and Teens: Mr. Ocón shared a report from an ad hoc task force of the Peninsula Library System that recommends the elimination of fines on library cards of children and teens. Mr. Ocón added that the recommendation is supported by the PLS Administrative Council; and that the Library Board has an opportunity to provide advisement. Board members discussed the topic but in the interest of time, expressed the need for further discussion at the next Library Board meeting of March 28, 2016.

7. REPORTS

A. Library Board President: No report.

B. City Librarian:

- StoryCorps: The Library will host StoryCorps as part of the Library's activities during National Library Week. The theme of the 2016 National Library Week is "Libraries Transform", and in concert with the theme, community members will be able to share their stories of how the Library has been a transformative resource in their lives. Interviews will be archived at the Library of Congress's American Folklife Center; and excerpts will be posted on the Library's website.
- New Marketing Collateral: A new marketing brochure has been created using the Library's tagline "Discover, Connect, Enjoy and Learn @ the San Mateo Public Library" to highlight services and resources. The brochure integrated ideas and advisement that was provided by the previous Library Board during the fiscal year 2014-15. Also, a new monthly electronic newsletter has been launched to share quick updates of the Library's services and programs. The e-newsletter is created using the Library Aware subscription software.
- Request for Proposals to Operate Library's Café: Proposals are due March 4, 2016. Dr. Acena will represent the Library Board on the selection panel; and an invitation to participate was extended to Ms. Meek to represent the Library Foundation.

C. Library Foundation Representative: Ms. Meek shared that the Foundation is still looking for members of the community to serve on the Author Gala's Honorary Host Committee. This year's Author's Gala will be held at the Green Hills Country Club on April 30, 2016. Recent gifts made to the Library Foundation were highlighted, including \$40,000 from the George Archer Memorial Foundation for Literacy; and \$26,000 from a bequest. Ms. Meek shared that the Library Foundation is in the process of nominating new Foundation Board members.

8. ADJOURNMENT

Ms. Monroe adjourned the meeting at 7:38 p.m.

Next Meeting: The Library Board will next meet on **March 28, 2016, 6:00 p.m. Cedar Room, Main Library**

Submitted by:


Elizabeth De Winter, Secretary

Date: 3/17/2016