

**Burlingame Library
Board of Trustee Minutes
June 18, 2024**

I. Roll Call

Trustees: Kris Cannon, Jill Goldsmith, Mark Lucchesi,
Elisabeth Ostrow
Trustee Absent: Danielle Garcia
Staff Present: Brad McCulley, City Librarian
Sidney Poland, Recorder

II. Agenda Items Approved by Trustees

A. Approval of the May 21, Minutes.

III. Library Board of Trustee Minutes

The Trustees approved the May 21, 2024 Board of Trustees Minutes. M/S/C (Goldsmith/Ostrow)

IV. Public Comment

No one from the public attended the meeting.

V. Correspondence and Information

- **The Trustees reviewed a spread sheet that provided an individual monthly count of items in every category that have been checked out in the library.**
- **The Trustees stated their preference to continue with the current statistical format and review the categorized circulation format on a yearly basis.**
- **The Trustees requested that a door count be added to the monthly statistics.**

VI. Reports

A. City Librarian's Report

The current Cooling Policy was reviewed by The Trustees. Brad, the City Librarian, noted that he would like to have closing hours extended if there is a serious heat wave as temperatures tend not to begin dropping until 8:00 or 9:00PM. The Community Center is also an official Cooling Center.

C. Foundation Report

- **Brad, the City Librarian, will meet with Kevin Okada, Senior Civil Engineer for the City, to prepare the RFP (Request for Proposal) for the Lane Room project.**
- **One of the most important issues of this project is to create an area that has a warm, inviting and comfortable feeling similar to the Reading Room. This may require retaining a design consultant.**

VII. Old Business

A. Lane Room Upgrade

The Status of the Lane Room Upgrade was discussed in the Foundation Report.

B. June 8th Volunteer Postmortem

Trustee Cannon and Lucchesi emphasized that if this event occurs next year, the library needs to have a handout that informs the public about library programs and services that are available to both children and adults.

C. Community Outreach (Victoria Park)

This topic was tabled until a future meeting.

D. Library Quote Plaques

Trustee Cannon noted that the committee is close to finalizing the plans for the project.

VIII. New Business

A. Adult Education

This topic was tabled until a future meeting.

B. June Monthly Topic

Brad, the City Librarian, asked the Trustees if there was a particular topic they would like to discuss.

- Trustee Cannon felt that the library needed a better process of guiding and encouraging staff who might have indicated an interest in working towards their MLS.
- Brad noted that the City of Burlingame does pay a portion of the tuition. The amount is based on whether the staff person is full time or hourly.

IX. Future Agenda Items

Planning for the next Meet and Greet has been deferred until the new Trustee has been appointed by the City Council.

X. Adjournment

The Trustees gave their thanks and good wishes to Kris Cannon whose term ended this month.

The meeting closed at 7:00PM. The next meeting of the Library Trustees will be held July 16, 2024 at 5:30PM in the Library Conference Room.