



City of Burlingame

LIBRARY BOARD OF TRUSTEES

AGENDA

TUESDAY, OCTOBER 21, 2025 AT 5:30 PM
MAIN LIBRARY (480 PRIMROSE ROAD)

TRUSTEES:

Jill Goldsmith, Chair
Mark Lucchesi
Sid Palani
Daniella Garcia
Elisabeth Ostrow

To Attend the Meeting in Person:

Upper Level Meeting Room, 480 Primrose Road, Burlingame, California 94010

To Provide Public Comment in Person:

Members of the public wishing to speak will be asked to fill out a "Request to Speak" card and hand it to staff. The provision of a name, address, or other identifying information is optional. Speakers are limited to three minutes each, but the Chair may adjust the time limit in light of the number of anticipated speakers.

To Provide Public Comment via Email: bpladmin@plsinfo.org

Members of the public may provide written comments by email to bpladmin@plsinfo.org. Your email should include the specific agenda item on which you are commenting. Please note if your comment concerns an item that is not on the agenda. Emailed public comments that are received by 4:00 p.m. on October 21, 2025, will be included in a supplemental packet that will be sent to the Library Board of Trustees prior to the meeting and published on the City's website here: <https://www.burlingame.org/191/Library-Board-of-Trustees>

1. CALL TO ORDER – 5:30 p.m.

2. ROLL CALL

3. APPROVAL OF MINUTES

a. Minutes - September 16, 2025

Attachments: [Minutes - September 16, 2025](#)

4. PUBLIC COMMENTS, NON-AGENDA

Members of the public may speak on any item not on the agenda. Members of the public wishing to suggest an item for a future Library Board of Trustees' agenda may do so during this public comment period. The Ralph M. Brown Act (the State local agency open meeting law) prohibits the Trustees from acting on any matter that is not on the agenda.

5. CORRESPONDENCE AND INFORMATION

- a. Library Statistics - September 2025

Attachments: [Library Statistics - September 2025](#)

- b. Circulation Statistics - September 2025 & 2024

Attachments: [Circulation Statistics - September 2025 & 2024](#)

6. REPORTS

- a. City Librarian's Report - October 2025

Attachments: [City Librarian's Report - October 2025](#)

- b. Foundation Report

- c. Monthly Topic - Adult Services Department

7. UNFINISHED BUSINESS

8. NEW BUSINESS

- a. Dashboard Internship Funding

9. FUTURE AGENDA ITEMS

10. ANNOUNCEMENTS

11. ADJOURNMENT

Notice: Any attendees who require assistance, a disability related modification, or language assistance in order to participate in the meeting should contact the Library Administrative office by 10:00 a.m. on October 21, 2025 at (650) 558-7400 or at bpladmin@plsinfo.org. Any individual who wishes to request an alternate format for the agenda, meeting notice, or other writings that are distributed at the meeting should contact the Library Administrative office by 10:00 a.m. on October 21, 2025 at (650) 558-7400 or at bpladmin@plsinfo.org.

Notification in advance of the meeting will enable the City to make reasonable arrangements to ensure accessibility to the meeting, the materials related to it, and your ability to comment.

NEXT LIBRARY BOARD OF TRUSTEES' MEETING
Regular Library Board of Trustees Meeting on November 18, 2025.

Any writings or documents provided to a majority of the Library Board of Trustees regarding any item on this agenda will be made available for public inspection via www.burlingame.org or by emailing bpladmin@plsinfo.org. If you are unable to obtain information via the City's website or through email, contact (650) 558-7400.