

Burlingame Library
Board of Trustee Minutes
April 15, 2025

I. **Roll Call**

Trustees: Danielle Garcia, Jill Goldsmith, Mark Lucchesi
Elisabeth Ostrow, Sid Palani
Staff Present: Brad McCulley, City Librarian
Sidney Poland, Recorder
Ray DeLara, Tech Services Manager

II. **Agenda Items Approved by Trustees**

- A. Approval of the March 18, 2025 Trustee Minutes.
- B. Approval to transfer the Lion's donation to the Burlingame Library Foundation.

III. **Library Board of Trustee Minutes**

The Trustees approved the March 18, 2025 Board of Trustee Minutes. M/S/C (Ostrow/Lucchesi)

IV. **Public Comment**

No one from the public attended the meeting.

V. **Correspondence and Information**

Patti Flynn researched the Circulation statistics and determined that the monthly statistics have been showing a 15% decrease because the library is not filling as many holds as in the past.

VI. **Reports**

A. City Librarian's Report

The City Librarian, Brad McCulley, noted that the American Library Association and AFSCME are suing the Trump Association for their actions to stop funding the Institute of Museum and Library Services. Supposedly, defunding has a legal limit that will keep a determined amount of spending in place.

B. Foundation Report

- The May 9th Trivia Event is sold out.
- April Book Sale dates are 4/23-4/27/2025

VII. **Old Business**

A. Monthly Report — Ray DeLara

Ray gave a detailed explanation of the main functions of the Technical Services Department.

- He emphasized the transformation of the Tech. Lab to a Maker Space where the public can come and receive assistance from staff or qualified volunteers in areas such as sewing and computer help.
- A list of Tech lending items such as ieGreek Portable DVD Player, Video2Digital 3,0 Converter and a Kodak Slide N Scan that are available to patrons for 3 weeks with no renewals.
- Our staff artist, Maryam Refahi, designed a new book spine label to be used by Baker and Taylor that will provide the necessary information to catalogue the item.

A. Lane Room Upgrade

- Brad, the City Librarian, met with the architects who were able to put together a 3 page scope of work to redesign the Lane Room.
- The next step is for the Facilities Manager to review the plan and determine the cost of the project.

B. Stickley Chairs

- The Stickley Chairs have been ordered from a company in San Rafael.

C. Silicon Valley Community Foundation

- The Burlingame Library has two endowments in the Silicon Valley Community Foundation: Julia Ferrell Foundation from which the library receives approximately \$300.00 yearly and the Jean Hunt Duncan Fund.

D. Air Conditioning Units at Easton

- Brian Starelli, Facilities Manager, confirmed that the two mini split air conditioning units being considered for Easton will provide sufficient relief for staff and patrons during high temperature days.
- An Assessment should be the next step to determine where the mini splits should be located.
- The Trustees decided to fund the Assessment.
- **Funding the Assessment will be an action item at the May Trustee meeting.**

E. Internship

There has been an overwhelming response to the intern recruitment which was placed on Cal-Pers. The committee decided to consider only local applicants.

VIII. New Business

A. Brown Act — The Brown Act is important legislation that shows transparency and accountability in local government.

B. **\$5K to Foundation — Action Item**

The Trustees unanimously passed the motion of Trustee Goldsmith to accept the Lion's donation of \$5,000.00 with instructions to Olma O'Neill to transfer this amount to the financial account of the Burlingame Public Library. M/S/C (Goldsmith/Ostrow)

IX. Announcement

- Trustee Ostrow was showered with flowers, treats and warm wishes for serving as a Library Trustee for two terms.
- Trustee Garcia will also be leaving the Board of Trustees in June of 2025.

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X. Adjournment

The meeting concluded at 7:00PM. The next meeting of the Library Board of Trustees will be held on May 20, 2025 in the Library Conference Room.

