

Burlingame Library Trustee Minutes

May 20, 2025

I. Roll Call

Trustees: Danielle Garcia, Jill Goldsmith, Mark Lucchesi,
Sid Palani
Staff Present: Brad McCulley, City Librarian
Sidney Poland, Recorder
Guest: Patti Flynn, Manager Easton Branch Library
Kerry Bitner, Applicant for Library Trustee Board

II. Agenda Items Approved by Trustees Approval of the April 15, 2025 Trustee Minutes.

III. Library Board of Trustee Minutes The Trustees approved the April 15, 2025 Board of Trustee Minutes. M/S/C (Lucchesi/Palani)

IV. Correspondence and Information — Circulation

- The decrease in Circulation of 15% at Main is due to the fact that GERALYN O'Brien, Circulation Manager, changed the ranking of the number of holds the main library would process each day to a lower level.
- Decreasing the number of holds sent to other libraries each day, caused a large drop in the circulation count
- Easton statistics do not show a significant decrease in circulation.

V. Reports

A. **City Librarian's Report**

- Three candidates have been interviewed for the position on the Art Commission. The main purpose of the selected candidate would be to create a database of public art for the City of Burlingame.
- Federal funding and state funding to libraries is most uncertain at this time. Therefore, the state cannot commit to funding specific library programs and services. A list of these programs is available in the May Trustee packet.

B. **Foundation Report**

- Trivia night was successful and grossed \$21,000.
- There will be a Pop Up Book Sale on May 31st at the grand opening of Summer Reading.

C. **Easton Report** — Patti Flynn

Patti gave a short history of the Easton Library emphasizing two interesting events.

- Easton Library opened in 1942. Up to this time this was the site of North Burlingame Women's Club.
- In 1978 Proposition 13 nearly closed Easton. Fortunately, a group of Burlingame residents formed a committee to initiate a fundraiser to keep the Easton Library open. Sufficient funds were raised to keep the library open with a decrease in hours.

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VI. **Old Business**

- Lane Room Upgrade
 - Group 4 is in the process of assessing the scope of work for the project.
 - Next step will be to determine cost of the project.
 - Architects will then map a draft of the work schedule.
- Stickley Chairs — There is no update currently.
- Easton A/C Update
The Facilities Manager is working with a contractor on an assessment for the project since both units will be installed on the roof and weight might be more than code allows.

VII. **New Business** — There was not any New Business

VIII. **Announcements**

- Congratulations to Danielle Garca for 6years of service as a Library Trustee.
- Sid Palami will assume the full duties of Chairman of the Board of Trustees in July and acting chair in June as Trustee Goldsmith will be on vacation.

IX. **Future Meeting Topics**

Legislative Advisory will be an agenda item for the June meeting.

X. **Adjournment**

The meeting was adjourned at 7:45.