

**Burlingame Library
Board of Trustee Minutes
November 19, 2024**

I. Roll Call

Trustees: Danielle Garcia, Jill Goldsmith, Mark Lucchesi,
Elisabeth Ostrow, Sid Palani

Staff Present: Brad McCulley, City Librarian
Sidney Poland, Recorder
Tommy McMahan, Adult Services Manager
Sarah Simson, Executive Director of the
Burlingame Library Foundation

II. Agenda Items Approved by Trustees

- A. Approval of the September 2024 Trustee Minutes.
(There was not a Trustee Meeting in October.)**
- B. Approval of Library Holiday Schedule 2025**
- C. Approval to cancel the December 17, 2024 meeting.**

III. Library Board of Trustee Minutes

The Trustees approved September 17, 2024 Board of Trustees' Minutes. M/S/C (Palani/Ostrow)

IV. Public Comment

No one from the public attended the meeting.

V. Correspondence and Information

- Statistics showed an increase in attendance for Children's and Adult programs from September and October of 2024.**
- Tommy, Adult Services Manager, noted that attendance statistics for adult programs do not always reflect the success of the program. Adults attend programs on their own volition while parents bring their children to the programs.**

VI. Reports

A. City Librarian's Report

- The EV Charger Project is on schedule.**
- Sarah Tinkham will be the new Teen Librarian.**

B. Foundation Report will be given by Sarah Simson under The heading of New Business.

VII. Old Business

There were not any "Old Business" items to discuss.

VIII. New Business

A. Monthly Topic — Adult Services Update — Tommy McMahon
Tommy provided the Trustees with a thorough and detailed report of how his staff manages the department and the major responsibilities executed by his staff.

B. Foundation Presentation — Sarah Simson, Executive Director of the Burlingame Library Foundation
Sarah presented the Trustees with information on how the Foundation is organized and emphasized that fund raising activities for library needs such as programs is the purpose of the Foundation.

C. Holiday Schedule

The Trustees reviewed the draft of the Library Holiday Schedule for 2025. The Trustees unanimously passed the motion of Trustee Ostrow that the Library Holiday Schedule for 2025 be approved.
M/S/C (Ostrow/Lucchesi)

D. 12/2024 Meeting Discussion

The Trustees unanimously passed a motion to cancel the December 17, 2024 Library Trustee Meeting as due to Trustee holiday travel plans requirements for a quorum cannot be met.
M/S/C (Goldsmith/Ostrow)

IX. Future Agenda Items

Brad, the City Librarian, will contact our representative at the Silicon Valley Community Foundation in January to determine the amount of funds in the Roger and Jean Hunt Duncan Foundation that will be available to the Library Trustees for the year 2025.

X. Adjournment

The meeting concluded at 7:00PM. The next meeting of the library Trustees will be held January 21, 2025 at 5:30PM in the library Conference Room.