

**Burlingame Library
Board of Trustee Minutes
August 20, 2024**

I. Roll Call

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

II. Agenda Items Approved by Trustees

A. Approval of the July 16, 2024 Trustee, Minutes.

III. Library Board of Trustee Minutes

The Trustees approved the July 16, 2024 Board of Trustees Minutes. M/S/C (Ostrow/Garcia)

IV. Public Comment

No one from the public attended the meeting.

V. Correspondence and Information

- **Statistics for July showed an increase in attendance for Children’s programs 3,323 this year 2024 vs. 2,101 in 2023.**
- **Kanopy — Brad, the City Librarian, informed the Trustees that the method of determining cost to use Kanopy has been changed. Formerly cost was based on usage per item. Now cost is based on number of tickets per item. Total cost of using the product is the important figure to be aware of.**

VI. Reports

A. City Librarian’s Report

1. Easton had to close twice due the heat wave which reached 82 degrees.

- **Sigalle Michael, Sustainability Coordinator, has received a Grant from Peninsula Clean Energy in the amount of \$480,000 for Sustainability.**
- **City Council is looking into the possibility of using a portion of these funds for a cooling system at Easton.**
- **Brad, will meet with Johnson to discuss this issue.**

2. Inappropriate Behavior in the Library

- **Brad, the City Librarian advised the Trustees that he has written a letter advising a patron that he has been exhibiting inappropriate behavior in the library.**
- **The letter further states that the patron could be banned from the library for a specific period of time and encourages him to come` to the September 17th Trustee meeting and state the reasons why he should not be banned.**

B. Foundation Report

Friday September 13th is the Trivia event. Tickets are selling fast.

VII. Old Business

A. Lane Room Upgrade

Brad, met with the architects regarding conceptual drawings. He will meet with Kevin Gardiner to discuss the Request for Proposal.

B. Community Outreach — Event with the Methodist Church.

The library provided 200 paper booklets in Spanish and English to put in backpacks provided by the church. Jason staffed the Sign up for Library Card stand and Brad made smoothies on the electric bike.

C. Meet and Greet

The next Meet and Greet is September 19th at 9:00AM on the Public Terrace.

VIII. New Business

Staff Development

The subjects of the next staff development session will be closing procedures and Narcan.

IX. Future Agenda Items

Library Quote Plaques

X. Adjournment

The meeting closed at 7:05PM. The next meeting of the library Trustees will be held September 17, 2024 at 5:30PM in the library Conference Room.