



# City of Burlingame

BURLINGAME CITY HALL  
501 PRIMROSE ROAD  
BURLINGAME, CA 94010

## Meeting Agenda - Final Library Board of Trustees

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Tuesday, November 19, 2019

5:30 PM

Library Conference Room

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### 1. CALL TO ORDER

### 2. ROLL CALL

### 3. APPROVAL OF MINUTES

- a. Approval of the Library Board of Trustee Meeting Minutes for October 15, 2019

Attachments:      [Meeting Minutes](#)

### 4. FROM THE FLOOR (PUBLIC COMMENTS)

*Members of the public may speak about any item not on the agenda. Members of the public wishing to suggest an item for a future Council agenda may do so during the public comment period. The Ralph M. Brown Act (the State local agency opening meeting law) prohibits the City Council from acting on any matter that is not on the agenda.*

### 5. CORRESPONDENCE AND INFORMATION

- a. October 19, 2019 Statistics

Attachments:      [October Circulation and Study Room Statistics](#)  
[October Library Programs Statistics](#)  
[October Circulation and Study Room trailing 12 Month Statistics](#)

### 6. REPORTS

- a. City Librarian's Report

Attachments:      [Report](#)

- b. Speaker's Series

- c. Foundation Report

- d. Review of Special Topic List for 2020

Attachments:      [2020 Topics](#)

**7. OLD BUSINESS**

- a. Crisis Intervention BHRS

Attachments:     [Deescalation Tips](#)

- b. Reading Room Carrels - Bob Schmidt Estimate

Attachments:     [Quotes](#)

- c. Lane Room Renovation Grant

**8. NEW BUSINESS**

- a. Trustee City E-mails

- b. Holiday Schedule for 2020 (Draft)

Attachments:     [Schedule](#)

- c. Staff Appreciation Event

**9. ANNOUNCEMENTS****10. ACTION ITEMS**

- a. Hourly Professional Development Reimbursement

**11. ADJOURNMENT**

*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 at the Reference Desk of the Burlingame Public Library, 480 Primrose Road, Burlingame, California.*