

Burlingame Library
Board of Trustees Minutes January 15, 2019

I. **Roll Call**

Trustees Present: Kerbey Altmann, Andy Blanco, Randi Murray,
Mike Nagler, Lisa Rosenthal

Staff Present: Sidney Poland, Recorder

Staff Absent: Brad McCulley, City Librarian

II. **Library Board of Trustees Minutes**

A. The Trustees unanimously approved the minutes from the November 20, 2018 Board Meeting with the addition of Goal D to the Strategic Plan Section of "Goals". M/S/C (Rosenthal/Murray)

B. The Trustees unanimously approved the minutes of the December 18, 2018 minutes with the removal of "Year of the Woman" from the Speakers Series Section M/S/C (Rosenthal/Murray).

III. **From the Floor (Public Comments)**

There were not any representatives from the public who attended the Trustee meeting.

IV. **Statistics**

The Trustees reviewed the December 2018 statistic charts.

- Main circulation is trailing Easton circulation for December. It was noted that PLAN did not post the auto renewal statistics so the current graphs do not include these figures.
- Trustee Altman inquired as to whether there might be a more accurate way to measure "outcome vs output".
- Trustee Nagler requested that programs be included in the graphs prepared by Patti.
- It was noted that industry wide non-fiction circulation was high; e-books are flat.
- The state report provides specific figures from Main and Easton on the collection, physical and electronic circulation and services as well as programs and program attendance both in and outside of the library. A copy of the most recent state report will be included in the February board packet.

V. **Reports**

A. **City Librarian's Report**

- The Advance Star volumes and microfilm will be sent to BMI to be digitized.
- Managers and staff will be working together to form a Racial Equity Committee to look into and discuss racial and social equity in our library. Staff will also be working with the Human Resources on this Topic. Racial Equity may possibly be the topic for Staff Development Day.

- Trustee Altman inquired about the new “no fine” policy that is now in effect for the Burlingame Library. Brad noted that San Bruno, Daly City, and Menlo Park libraries are not participating in this program at this time.
 - Gift cards have been put on hold as the staff artist is on bereavement leave.
- B. Brad will have a conversation with the Public Works Director about the café drains.
- C. **Foundation Report**
- Martha Dannis is the new Foundation Specialist. Foundation members are looking into an alternative to the annual Book and Author Luncheon.
- D. **Speakers Series** - No Update
- E. **Trustee Account Balance and Detailed Spending Report**
The Library Trustees Account dated November 30, 2018 was reviewed. This account information will be provided on a monthly basis to the Trustees.
- VI. **Unfinished Business**
- A. **Staff Appreciation Event**
Staff are enthusiastic about this upcoming event. Attendance is now at 60.
- B. **Kanopy**
- Kanopy is now available to the public on our Website.
 - Kanopy can be watched on smart TVs.
 - PLS Marketing Group did a soft launch.
 - Due to cost factors some libraries will not be able to provide Kanopy until July 2019.
- VII. **New Business**
- A. **Revision to Holiday Schedule for 2019-2020**
At the request of the City Librarian the Trustees approved a motion to hold Staff Professional Development Day on Columbus Day/Indigenous Peoples Day October 14th instead of having a holiday. M/S/C (Nagler/Altmann) The Library would be closed to the public but staff would be attending Professional Development Day at a specified venue.
- B. **Scheduling of Shade Purchases**
Brad and the Trustees discussed two different scenarios of purchasing new shades for the AV room, Children’s and Teens’ Departments. One scenario would be to purchase the shades in increments and the other to purchase the shades all at once. Rather than make a decision at this time, Trustee Murray asked that Brad prepare a yearly budget request to present to the Trustees.
- C. **Book Store Discussion** – No Update

**D. Silicon Valley Community Foundation Financial Statements
July 1, 2018 through September 30, 2018**

After reviewing the financial statements, Trustee Murray noted that after the updated financial reports are received, a conference call should be held with Bert Feuss. The last conference call was held in February of 2018.

IX. Adjournment

The Meeting was adjourned at 7:00pm. M/S/C (Rosenthal/Altmann)
The next meeting of the Library Board of Trustees will be held on
February 19, 2019 in the Upper Level Meeting Room at 5:30pm.

Respectfully Submitted

Brad McCulley
City Librarian
City of Burlingame