

Burlingame Library
Board of Trustees Minutes March 19, 2019

I. **Roll Call**

Trustees Present: Kerbey Altmann, Randi Murray, Mike Nagler,
Lisa Rosenthal
Trustee Absent: Andy Blanco
Staff Present: Sidney Poland, Recorder
Brad McCulley, City Librarian

II. **Conference Call – Silicon Valley Community Foundation**

The Trustees spoke with Andy Perkins - Director of Donor Engagement, Falah Madadha - Senior Investments Officer and Manuel J. Santamaria. They reviewed the historical performance of the Endowment Account since inception, and focused on 2018. Overall, the account has slightly underperformed the benchmark indices. Portfolio turnover of managers has remained low. The strategy including hedge funds and private equity is intended to reduce overall portfolio volatility. We agreed to have the same format – conference call for annual review in 2020.

III. **Amendment to the March Agenda**

The Trustees approved the motion to amend the agenda to add Trustee Appointments under New Business as a discussion item. M/S/C (Rosenthal/Murray)

IV. **Library Board of Trustees Minutes**

The Trustees unanimously approved the minutes of the February 19, 2019 Trustee Board meeting. M/S/C (Rosenthal/Murray)

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

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

VI. **Statistics**

- The Trustees noted that since auto renewals have been included in the circulation count beginning in January, circulation statistics have shown an increase.
- Items used in the library but not checked out are now being included in the circulation statistics.

VII. **Reports**

A. **City Librarian's Report**

- Processing of passports has increased partially due to the addition of extra hours that have been made available to the public.
- Edelweiss Training will begin as soon as all of our data is sorted and approved by the vendor.

- Book to Action – Elaine Tai received a Book to Action grant in the amount of \$1,200. The book selected for the library’s community Book to Action program is March by John Lewis and Andrew Aydin. The purpose of the program is for the attendees to read, discuss and participate in civic activities in their community.

B. Foundation Report

The Foundation approved the budget request of the City Librarian in the amount of \$136,670.

C. Speaker’s Series

The committee is considering the possibility of having a series of jazz concerts and is currently in negotiations with a local organization.

D. Trustee Account - Trustees reviewed the expenditures for the fiscal year 2018-2019.

E. Draft Trustee Budget Request - 2019-2020

The Shade Store has provided an estimate of \$28,000. Brad asked the Trustees to consider if the project should be completed at one time or in phases.

VIII. Unfinished Business

A. Fika Café – The Trustees approved the request of the City Librarian to allocate an additional \$100.00 for the coupons that they are giving to the library staff to use at the café.

B. Trustee Use of City E-Mail

Trustees have received instructions on accessing their City E-Mail.

IX. New Business

A. New Building Security Issues

Card readers have been installed for access to the Administrative, Children’s and Reference areas, as well as Technical Services. Doorbells are going to be installed for use by delivery service personnel.

B. Lane Room Upgrade

Three interns from Design Tech High School in Redwood City will spend two weeks at the library developing and designing a plan for upgrading the Lane Room.

C. Trustee Appointments

Trustees Rosenthal and Blanco terms will be completed at the end of June 2019. Therefore, there will be two positions available for the Board of Trustees. Notices for the positions on the Library Board will be sent out on May 7th.

X. Announcements

- Trustee Murray will not be able to attend the April meeting.
- Trustee Nagler will not be able to attend the June meeting.

XI. **Adjournment**

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

Respectfully Submitted

Brad McCulley
City Librarian
City of Burlingame