

Burlingame Library  
Board of Trustees Minutes July 16, 2019

I. **Roll Call**

|                           |   |
|---------------------------|---|
| Trustees Present:         | Kerbey Altmann, Danielle Garcia, Mike Nagler, Elizabeth Ostrow, Randi Murray                      |
| Staff Present:            | Brad McCulley, City Librarian<br>Sidney Poland, Recorder<br>Tommy McMahon, Adult Services Manager |
| City Council:             | Donna Colson, Mayor   |
| Library Foundation:       | Cindy Montgomery  |
| Former Trustee:           | Lisa Rosenthal  |
| Former Trustee and Guest: | Deborah Griffith  |

II. **Presentation of Proclamation to Lisa Rosenthal**

Mayor Donna Colson presented Lisa Rosenthal with a Proclamation for her 9 years of service on the Library Board of Trustees and her continuous support of the Library and the City of Burlingame.

III. **Swearing in of New Trustees Danielle Garcia and Elizabeth Ostrow**

Danielle Garcia and Elizabeth Ostrow were sworn in as Library Trustees in a formal ceremony by Mayor Donna Colson.

IV. **Library Board of Trustees Minutes**

The Trustees unanimously approved the minutes of the June 16, 2019 Trustee Meeting. M/S/C (Murray/Nagler)

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

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

VI. **Statistics**

Trustee Murray explained the statistic reporting to the new Trustees and noted that the 12-month Circulation and Study Room Usage – Trailing 12 Months is an effective analytical tool.

VII. **Reports**

A. **City Librarian's Report – Highlights**

- **ADA Issue** – The stools that are being used in the library stacks prohibit wheel chair access which makes this an ADA issue. Staff is working on an alternative plan that will solve this problem.

- **Analytics on Demand** - SCPL is involved in a Santa Cruz County Grand Jury investigation and report for its use of the Gale/Cengage software "Analytics on Demand". The issue centers generally around how the library uses their patrons' personal data and whether patrons have the opportunity to agree to the use of their personal data. Burlingame Library is no longer using the software for this program.
- **Advance Star** – The digitization of the Advance Star Newspaper has been completed. Technical Services Department has put it on line. It is not possible to have remote access as the library does not hold the copyrights.

B. **Speaker's Series**

Dates of the 3 remaining Speaker Series events for 2019 – 2020 are as follows:

- Lucy Kalanithi – Author Talk – September 15<sup>th</sup>
- Susan Orlean – Author Talk – November 3<sup>rd</sup>
- Kim Sajet – National Portrait Gallery Director – January 26<sup>th</sup>

C. **Trustee Account** – The Trustees reviewed the expenditures for the month of May 2019.

D. **Monthly Topic** – Adult Services – (Kanopy) – Tommy McMahon

Tommy gave the Trustees a brief summary of Kanopy.

- Kanopy is a video streaming service providing access to more than 30,000 independent and documentary films.
- Includes children's program – "Kanopy Kids".
- Kanopy is a privately held company located in San Francisco.
- Peninsula Library System (PLS) has agreed to sign up for Kanopy.
- Estimated cost for the Burlingame Library is \$3,000 per year.
- Halfway through the year the incurred costs are approximately \$1,500.
- Tommy noted that the cost of Kanopy is based on its usage. If it becomes very popular, cost to the library will increase.
- Tommy will oversee Kanopy usage and costs.

VIII. **Unfinished Business**

A. **Monthly Focus /Topics for Future Trustees Meetings**

- Circulation needs to be added to the monthly topic schedule.
- Update of the Strategic Plan will occur every 6 months.

IX. **New Business**

A. **Nomination and Election of President and Secretary to the Library Board of Trustees from August 2019-August 2020.**

The Trustees unanimously approved the nomination and election of Mike Nagler as President of the Board of Trustees and Elisabeth Ostrow as Secretary for a one-year term from August 2019 to August 2020. M/S/C (Murray/Altmann)

**X. Action Items Requested by Trustees**

- Trustee Nagler requested Brad highlight one library service in his report that the Trustees may not know about.
- Advise Trustees on the status of the Smart Family Grant for the Lane Room.
- Provide information on the makeover of the Tech Lab.
- Provide list of staff members and titles – organizational chart
- Provide information on operating budget
- Provide new Trustees with a copy of Strategic Plan.
- Give new Trustees a tour of the library.

**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 August 20, 2019 in the Upper Level Meeting Room at 5:30pm.

Respectfully Submitted

Brad McCulley  
City Librarian  
City of Burlingame