

Burlingame Library  
Board of Trustees October 15, 2019 Minutes

I. **Roll Call**

Trustees Present: Kerbey Altmann, Mike Nagler, Elizabeth Ostrow, Randi Murray  
Trustee Absent: Danielle Garcia  
Staff Present: Brad McCulley, City Librarian  
Tommy McMahon, Adult Services Manager  
Sidney Poland, Recorder

II. **Library Board of Trustees Minutes**

The Trustees unanimously approved the minutes of the August 20, 2019 Trustee Meeting. M/S/C (Altmann/Murray)

III. **Correspondence and Information**

Study rooms show a slight decline in bookings. Managers are looking for other ways to track attendance for the 3 study rooms and the Tech Lab.

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

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

V. **Reports**

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

- Our library received a \$5,000 Racial Equity Grant from the California State Library and CREI (Cultural Racial Equity and Inclusion Initiative).
- PLS Administrative Council did not approve the MacMillan e-book boycott.

B. **Speaker's Series**

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

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

C. **Foundation Report**

October Book Sale grossed \$6,000.

D. **Monthly Topic – Adult Services – Tommy McMahon**

1. Tommy presented the Trustees with an insight into how library sponsored programs are selected, managed and how outside resources and groups contribute to our programming process.

**Highlights follow:**

- Topics are often selected by category such as Art, Music Film, Voters Rights and Civic Engagement.
- Some of the groups the library collaborates with for programs are Citizens Environmental Council, Phase 2Careers, and Council for American Islamic Relations.

- Programs can be a series for a few months, weekly, or a onetime event. Each Adult Services Librarian is expected to manage one library sponsored program per month. City groups, local businesses and educational groups also book the Lane Room through the Administration Department.

2. **Adult Services Collection Development**

Tommy also noted that his librarians are working with Tech. Services to increase our International Language Collection. Specifically, there has been an addition of 90 new adult Spanish titles, plans to develop the Chinese, Korean, and Japanese collection, as well as add more German and French titles.

VI. **Old Business**

**Staff Development Day Part I**

- A. Nethra Samarawickrems, a Stanford-trained cultural anthropologist, conducted a two-part workshop on improving workplace communications focusing on listening skills and developing a communication process with members of the public who exhibit unacceptable behavior.

B. **Staff Development Day Part II**

After the workshop, staff enjoyed lunch and games at Washington Park. The event culminated in a treasure hunt encompassing sites in downtown Burlingame.

VII. **New Business**

A. **Parking Challenges**

Due to the construction of the new parking lot and residential housing on Lorton, staff and library volunteers will no longer be able to park in metered parking in the parking lot behind the library. Arrangements have been made for staff to park on the street with their library parking tag for an unlimited period of time.

- B. **Crisis Intervention BHRS** (Behavior Health Recovery Services) Behavior Health Recovery Services of San Mateo County is going to be working with staff to provide training in "Crisis Intervention". This training is geared towards developing a process to deal with situations where the patrons are exhibiting irrational or unacceptable behavior. Staff training has been scheduled for December 5<sup>th</sup>.

VIII. **Action Item**

A. **Reading Room Carrels**

Tommy and Jeff have proposed moving the study carrels in the Reading Room to the upper level and move the chairs located in the upper level to the Reading Room. This would alleviate the issue of moving the carrels for events held in the Reading Room. Brad has contracted Bob Schmidt to get a quote for reducing the shelving on the upper level to make room for the carrels.

IX. **Adjournment**

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

Respectfully Submitted

Brad McCulley  
City Librarian  
City of Burlingame