



# City of Mountain View

## Minutes - Draft

### Board of Library Trustees

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Monday, August 15, 2022

7:00 PM Video Conference with No Physical Meeting Location

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During this declared state of emergency, the meeting will be conducted in accordance with California Government Code §54953(e) as authorized by resolution. Please contact [city.clerk@mountainview.gov](mailto:city.clerk@mountainview.gov) to obtain a copy of the applicable resolution. All members of the Library Board of Trustees will participate in the meeting by video conference, with no physical meeting location.

#### 1. CALL TO ORDER

Chairperson Paul Donahue called the meeting to order at 7:07 p.m.

#### 2. ROLL CALL

Present:

Max Beckman-Harned, Member

Phyllis Bismanovsky, Member

Paul Donahue, Chairperson

Sharon Su, Vice Chairperson

Nicole Vogt, Member

**Present** 5 - Member Max Beckman-Harned, Member Phyllis Bismanovsky, Member Nicole Vogt, Vice Chair Sharon Su, and Chair Paul Donahue

#### 3. MINUTES APPROVAL

##### 3.1 Approval of Minutes from the July 18, 2022 meeting

MOTION - Bismanovsky/Beckman-Harned (M/S) To approve the Minutes from the July 18, 2022 Library Board of Trustees Meeting as presented. Motion carried. Votes taken by roll call.

Member Beckman-Harned commented about the minutes being accurately detailed. Asked if this is a new format that will continue going forward. Director Gray, confirmed the minutes will continue to be detailed as possible since the recording is not mandated to post.

**Yes:** 5 - Member Beckman-Harned, Member Bismanovsky, Member Vogt, Vice Chair Su, and Chair Donahue

#### 4. ORAL COMMUNICATIONS FROM THE PUBLIC

None.

#### 5. DONATIONS

None.

## 6. PRESENTATIONS

None.

## 7. UNFINISHED BUSINESS

None.

## 8. NEW BUSINESS

### 8.1

#### Review of Library Department overview and functions, Library Fiscal Year 2021-22 performance/workload and accomplishments and Library Fiscal Year 2022-23 Projects

Director Gray, gave an overview and summary of the Library Department Fiscal Year 2021-22 Organizational Chart document, updates were made to the overview/functions for this Fiscal Year 2022-23 and explained how the functions are tied to the performance measures. Reviewed the Fiscal Year Accomplishments and Major Goals for the upcoming Fiscal Year along with the Performance Workload Measures. Noting the targets and actuals for the six month performance and workload measures has an error with printing and noting an updated copy will be provided for the September meeting that will include the Fiscal Year 2021-22 Actual. Mentioned that usage has gone up back to pre-pandemic levels compared to Fiscal Year 2018-19. Acknowledging and giving credit to Library Analyst, Laura Burch on creating the Fiscal Year - Year in Review that was shared with the Library Board Members and to the City Council. The Library has done a lot to reduce barriers, provided student connect cards, made diversity efforts and created more workforce development in career readiness. Both Digital and Print have increased in usage with over a million circulation combined. Highlighting other accomplishments, such as the renovations for the Teen Zone, adding seed packets for Milkweed/Butterflies, the Friends donation and having the in person Tax Assistance program this year.

Member Beckman-Harned, asked about the upcoming projects for Fiscal Year 2022- 23 related to the copier service and the improvements to the catalog system. Director Gray, mentioned when the contract ends for these services, the Library looks at choices for review on the different types of cataloging systems. Choices have been narrowed down to three options that will need further review, considering what the vendor can provide in their package that can help users find items better and for staff's internal process on accessibilities/compatibilities with other systems within the Library. Options will be reviewed and make a decision by end of the year, to give time for contract processing and to start services in Spring of next year. Member Beckman-Harned asked if staff is looking at solutions from vendors other than III or considering different packages that III offers. Director Gray, confirmed on the catalog, the internal system will remain the same with III and only Encore will be changed.

Member Beckman-Harned noting that the copier service was an accomplishment. Director Gray, commented that staff is reviewing capabilities to scan, email, save to flash drive and working with Information Technology Department on adding these functions.

Member Beckman-Harned commenting on the Fiscal Year 2022-23 targets levels returning to pre-pandemic numbers and compared those to Fiscal Year 2018-19 numbers. Visits and attendee targets are different compared to pre-pandemic. Director Gray, explained targets were adjusted due to the pandemic and still considered pandemic

levels. Numbers should increase, there are still many virtual and outdoor programs which may affect the door count being lower. Noting Fiscal Year 2018-19 numbers will be provided to compare the numbers to this current Fiscal Year 2022-23 with the pandemic being a factor on the differences in numbers/targets.

Member Vogt, commented that the Year In Review document looks wonderful and noted a typo on the title for Tax Assistance on page nine.

Vice Chairperson Su, asked about the implementation of the new Closed Circuit TV system on page six and if that was on par compared to other City Libraries or if certain security measures has been encouraged to be move into that direction and if this should be added to the Security Policy in terms of what the Library Administration will need to disclose. Director Gray, noting that some Libraries have cameras and others do not, noting cameras are inoperable and will need to be updated with a new system to make them operable again. Work to start this project will begin this month and continue through the Fall. Cameras will be placed near exit doors, emergency exit doors, outdoors along the bookmobile garage, near the computer stations, outdoor parking lot and inside the parking garage. Cameras will not be placed at the employee service desks or staff areas. Working with Information Technology and Police Department and also with the City Attorney's Office on the needs of a policy with the cameras being installed. Vice Chairperson Su, acknowledge the locations of the new camera and agrees that cameras should not be placed in staff area or restrooms.

Vice Chairperson Su, asked about the Literacy Program, focusing on both Literacy for the Mountain View Library or overall Literacy efforts that may be associated with a particular community program or lead by a Library Staff person. Director Gray, explained that the Library used to have a contract with the Santa Clara County Library District, in which they provided literacy programs for the library for several years which has ended. The Library is starting their own Literacy Program. Staff has attended State Library Trainings/Meetings. A Librarian will be running the Literacy Program and will have Volunteers tutors paired with participants.

Vice Chairperson Su, asked about the vacancy for the Library Assistant Director Position, any updates on recruitment. Director Gray, stated the recruitment for that position has not started but approved in the budget. There are four to five vacancies at the Library and several throughout the City, Human Resources is working to get those filled.

Chairperson Donahue, gave kudos about the Year in Review document with the details provided along with the data and graphics.

## **9. BOARD/STAFF ANNOUNCEMENTS, UPDATES, REQUESTS, AND COMMITTEE REPORTS**

### **9.1 Library Director's Report**

Director Gray gave a summary update on the report. Highlighting Summer reading finished up with a celebration with Mayor Ramirez in attendance. Director Gray attended several programs to hear feedback noting people are appreciative as there's still a mix of in person, outdoor and virtual programs available. Staff will continue to offer these options and survey participants attendance. Author Series is also going great, it's a live program but is recorded so participants can register and watch it later if they were unable to attend. The Bookmobile is expected to be back in the Fall, sometime in September. The new Bookmobile will be here in another year while staff is working on installing a new Audio/Video System in the first floor program room. Noting that items related to technology and furniture are taking longer due to supply chain issues. The Friends had a

Book Sale this weekend and had a good turn out with attendees/shoppers. Director Gray gave kudos to staff acknowledging their ability to adapt, be resilient, nimble and can adjust to anything.

Vice Chairperson Su, commented about attending the Friends' Book sale over the weekend and spoke with the President of the Friends of the Mountain View Library. Energy of the sale was positive and enthusiastic. Vice Chairperson Su also mentioned about being able to check out a State Park Pass that was a joy to be able to use. Also asked how we showed appreciation to the Friends.

Chairperson Donahue commented, there's usually is a joint meeting with the Friends annually. The board usually provides positive comments as the Friends are critical in supporting the Library. Noting that the status of the joint meeting is considered for the October meeting with the Library Board.

## 9.2

### Agenda Setting

Member Beckman-Harned, noting the September agenda item for Celebration of Service is to be determined and a presentation from Library Staff. August will review the Library Confidentiality Policy and July will have the Library Card Borrowing Policy and the final submission of the Workload Measures and potential joint meeting with the Friends in October.

Chairperson Donahue, asked about the status for Celebration of Services update. Director Gray, has not received any updates for the Celebration on whether it would be in person or not. Also noting, City Council having a special meeting tomorrow to discuss a resolution for virtual meetings for the next 30 days, which will determine if the next Library Board meeting will continue to be virtual for the September meeting. Member Beckman-Harned, shared that in previous celebrations each Chairperson was asked to make a presentation about Advisory Bodies' accomplishments.

Director Gray, mentioned the final Performance Measures will be for the September meeting and will also include a Staff presentation. The Library Card and Borrowing Policy if ready by September will also be on the agenda, otherwise it will be on October's agenda list.

Member Beckman-Harned asked about the Library catalog system and what options are available, what types of things the Library Staff evaluates with considering the catalog system. Director Gray, informed the Boardmembers that Staff from Support Services will be presenting about the process on how we determine what the new catalog system will look like. Noting that the City will be getting a new website sometime in the next year and the interface may be different. Also sharing updates regarding the new Bookmobile and the History Center, The Mountain View History Association has proposed a renovation for the History Center for the 125 Anniversary of the City of Mountain View in 2027.

Member Beckman-Harned asked about updates on the Bookmobile Library service, has a new route been determine and the restart status for operations for the current Bookmobile. Director Gray, shared some stops may be changed or stay the same, there are different requirements at corporate locations. Managers are working on their recommendation to the Library Director. The Bookmobile may start with one or two stops depending on needs and where they are able to park. Managers are considering other new routes/places that may be beneficial but depends on the requirements.

## 10. ADJOURNMENT

Having no further business, Chairperson Donahue adjourned the meeting at 8:01 p.m.

The next Library Board of Trustees Meeting will be held on Monday, September 19, 2022 at 7:00 p.m.

Submitted for approval by Joy Phaphakdy.