



# City of Mountain View

## Minutes - Draft

### Board of Library Trustees

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Monday, June 20, 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 of the City Council. 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 7:06 p.m.

#### 2. ROLL CALL

PRESENT:

Max Beckman-Harned, Member

Paul Donahue, Chairperson

Sharon Su, Vice Chairperson

Nicole Vogt, Member

Phyllis Bismanovsky, Member - arrived at 7:12 p.m.

**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 April 18, 2022 Meeting

It was noted that the February 28, 2022 minutes were posted instead of the April 18, 2022 minutes. Director Gray stated the April minutes will be brought to the next meeting in July. No motion on minutes until the July meeting which will also include the minutes from June 20 meeting.

#### 4. ORAL COMMUNICATIONS FROM THE PUBLIC

None.

#### 5. DONATIONS

None.

#### 6. PRESENTATIONS

None.

## 7. UNFINISHED BUSINESS

None.

## 8. NEW BUSINESS

### 8.1 Approval of the Computer and Network Use Policy

Discussion and questions regarding the guest passes. Director Gray presented the draft policy with an update regarding the removal of the guest passes. Noting that patrons can get a full or limited access library card to use the computer stations and other resources inside the library building. E-cards are also used to access online materials and cannot be used at the computer stations.

Member, Vogt asked if E-cards can be reissued after the 120 days period. It is assumed that this can be re-submitted online to extend the use of the E-cards.

MOTION - Max Beckman-Harned/Vogt (M/S) to accept the updated Computer and Network Use Policy. Motion carried. Votes taken by roll call.

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

### 8.2 Library Board Name

Discussion of various names which have been used in the past. Majority of members prefer using Library Board of Trustees and Library Board for short when applicable. This was a non-action item, presented as input from the Board Members.

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

### 9.1 Library Board Director's Report

Director Gray, gave a few verbal updates: Changing Library Services to Library Department for internal department communications. Library evening hours will start on Monday, June 27. All Staff Training occurred on June 23. City Council's Budget meeting updates: there are no changes for the Library, although the Assistant Library Director has been approved, an increase in funds for the E-book collections. The new Bookmobile is an electric vehicle that will be customized. Summer reading returns and some indoor programs for the summer. Received a grant for more seeds. Recently added a new bike storage room for staff to safely secure their bikes.

Member, Beckman-Harned asked how is the Bookmobile funded. Director, Gray shared that there are three sources of funding, Capital Outlay, a Grant from Google and the funds from the City's Equipment Replacement Funds which is from the Capital Improvement Project funds.

Member, Beckman-Harned asked if staff will need a specific driver license classification to operate the new Bookmobile. Director, Gray answered, that the new model of the Bookmobile can be operated with a standard license. That could change depending on the need and interest from the Community.

Vice Chairperson, Su asked about the Youth events, will outdoor events continue or will it

go back to indoor events. Director, Gray answered most of the programs are outdoor, especially story time and some music events.

Member, Vogt asked if the new Bookmobile will offer hold pick-up and the ability to issue library cards. Director, Gray answered that both of these features will continue to be available on the Bookmobile.

Chairperson, Donahue asked about the logistic and layout of the Bookmobile. Director, Gray answered that majority of the carts will be placed outside of the Bookmobile, there's a lift that staff will use to transfer the shelves from inside the mobile to be place out front under a canopy.

Member, Bismanovsky asked about library security due to the recent incidents with automatic weapons. Director, Gray mentioned that our Police and Human Resources Department are working on getting an active shooter training for staff.

## 9.2

### Agenda Setting

- Library Card & Borrowing Policy.
- Confidentiality of Library Records Policy.
- Resolution regarding in-person and virtual meetings.
- Fiscal Year 2022-23 work plan and planning calendar.

## 10. ADJOURNMENT

Having no further business, Chairperson Donahue adjourned the meeting at 8:13 p.m.