



City of Mountain View

Minutes - Draft

Board of Library Trustees

Monday, April 18, 2022

7:00 PM Video Conference with No Physical Meeting Location

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 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 7:01 p.m.

2. ROLL CALL

PRESENT:

Max Beckman-Harned, Member

Paul Donahue, Chairperson

Sharon Su, Vice Chairperson

Nicole Vogt, Member

Phyllis Bismanovsky, - 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 February 28, 2022 Meeting

MOTION – Beckman-Harned/Su (M/S) To approve the Minutes from the February 28, 2022 Board of Library Trustees Meeting with amend/correction to add the votes by roll call onto the final meeting minutes. Motion carried. Votes taken by roll call.

Yes: 4 - Member Beckman-Harned, Member Vogt, Vice Chair Su, and Chair Donahue

Abstain: 1 - Member Bismanovsky

4. ORAL COMMUNICATIONS FROM THE PUBLIC

5. DONATIONS

- Vice Chair, Su asked how donations being made by name or anonymously are relayed to the public or shared with City Council and how the donations from the Friends of the Mountain View Library is shared.

- Library Director, Tracy Gray informed that it is up to the Friends to share/disclose that information. The Library does include a year-end report to the City Council, which lists

the Friends of the Mountain View Library and grants that are awarded to the Mountain View Public Library.

6. PRESENTATIONS

7. UNFINISHED BUSINESS

8. NEW BUSINESS

8.1 Approval of Confidentiality of Library Records Policy

- Library Director, Gray gave an update on the draft Confidentiality of Library Records Policy noting the significant change is adding the language from the California government code.
- Member, Beckman-Harned asked if parents of minors under the age of 12 years old would be informed on the books that are checked out by their child and the amount due for lost items.
Library Director, Tray Gray confirmed that parents/guardians are financially responsible for items that are lost or damaged. Materials that are checked out are still confidential to the card holder.
- Member, Nicole Vogt asked if there was an annual report to track how many records are disclosed.
Library Director, Tray Gray confirmed that records are tracked and would be disclosed/provided by a Public Records request.
- Vice Chair, Sharon Su asked what is considered as long overdue for materials.
Library Director, Tray Gray explained that the library system generates a lost item letter for items not returned within 60 days.
- Member, Nicole Vogt asked if there are requirements for staff to report a conversation that might indicate a danger to the minor.
Library Director, Tray Gray confirmed that the City has a Mandated Reporter Policy which lists which specific City positions are required as mandated reporters.
- Chair, Paul Donahue asked for more clarification on the difference between the policy section and the regulation section.
Library Director, Tray Gray explained that the regulation section lists two exceptions but recommends removing the word "regulation".
- Member Nicole Vogt asked if saved lists of items would be considered part of disclosure.
Library Director, Tracy Gray confirmed that saved lists could be included as part of disclosure.
- Member, Beckman-Harned asked if a cardholder used an alias, if only the alias would be included in the disclosure.
Library Director, Tracy Gray stated that the cardholder's name would still be on the library record that an alias is used only on the hold shelf.
- Member, Beckman-Harned suggested to have wording in the policy to disclose that a library user's name as presented on their account record will be printed and visible publicly on the hold shelf unless an alias is given.

Suggestion will be discussed with staff.

- Vice Chair, Sharon Su asked instead of using the name, can the last four digit of the library card be used on the hold slips or has the names always been a system that has been used for hold slips.

Library Director, Tracy Gray mentioned that it depends on the library system. Suggestion will be discussed with staff and provide more details in the next meeting.

- Chair, Paul Donahue acknowledged there will not be a motion to vote on this item as it will be brought back on the agenda to discuss at the next meeting.

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

9.1 Review Library Services Director's Report

- Library Director, Tracy Gray gave an updated on the first graduate from the career online high school program in which the Mayor attended. Gray noted there are a few other participants currently in the program as well. Noting that this was a California State fund that we received in which the Friends of the Library also contributed to with their donations for the program. The Library is still holding Outdoor Story time, Tax prep and Eviction Help services. There will be some in person program by registration, virtual/outdoor programs/services are still going on. Filling four vacancies including hourly positions has been challenging for the department as we are currently short staffed. Also noting that digital materials have significantly increased.

- Chair, Paul Donahue noting the new addition of the State Park passes at the Library for check out.

Library Director, Tracy Gray noted the public is highly interested as there is an increase on the hold reservations for the park passes. Library has received four passes.

- Vice Chair Sharon Su inquired about an update for changes with the security services at the Library.

Library Director, Tracy Gray made clarification of duties between the Police Assistant, Building Attendant and security officers. Contracting new security services through a bidding process that has recently been approved to a new security agency.

- Member, Beckman-Harned shared that Vita Tax completed a total of 133 returns, with 127 E-filed and only six filed by paper. They had 11 volunteers and seven sessions in the month of March/April. A normal year would completed between 200-250 returns prior to Covid-19.

- Vice Chair Sharon Su asked about the statistics on how many times the Library has been used as a cooling center and Member, Beckman-Harned asked if anything is done differently by staff when the Library is a designated cooling center.

Library Director, Tracy Gray mentioned that staff may open up the program room for overflow to allow for patrons to sit. No statistics, but will look into the foot traffic and if that only increases due to being a cooling center.

9.2 Agenda Setting

- Input on the City Council goals
- Review Confidentiality Library Record Policy
- Review existing restrictions related to Covid-19 protocol

10. ADJOURNMENT

The meeting is adjourned at 8:07 p.m.

The next Library Board Meeting will be held on Monday, May 16, 2022 at 7:00 p.m.