



# City of Mountain View

## Minutes - Final

### Board of Library Trustees

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Monday, July 18, 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 7:01 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 April 18, 2022 and June 20, 2022 meetings

MOTION - Beckman-Harned/Bismanovsky (M/S) To approve the Minutes from the April 18, 2022 and June 20, 2022 Library Board of Trustees Meeting as presented. Motion carried. Votes taken by roll call.

**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 Library Card and Borrowing Policy

MOTION - Vogt/Donahue (M/S) to return the Library Card and Borrowing policy back to Staff for more data/suggestions on ways the Library can offer access to marginalized members of the public without identification as required/proposed by the policy.

Director Gray, gave a few updates on the policy which includes changes to the Limited, e-Library card and full access card. Noting that a photo id will be required to obtain a full or limited access card to utilize the computer station or reserve a study room. E-Library cards will only be accessible through online resources and catalog, which is available 24 hours online. Patrons interested in getting access to use the study rooms or computer station may do so by presenting a photo i.d. to register for a full or limited access card.

Member Beckman-Harned, asked for clarity on the intended changes to the policy. Noting the e-library cards do not have an expiration date being one. Director Gray, commented as part of the revision the e-library card will expire after 120 days. Member Beckman-Harned, noting the second change on current policy for the e-library card can be used to access digital materials however, the proposed draft indicates that is not accessible. Director Gray, acknowledge the wrong column was mistakenly updated, it was noted that the item should state yes for access to digital materials with the e-library card and no for the use of the computers and study room reservations.

Chairperson Donahue, commented on the e-library card not requiring a photo id in comparison to the others cards requiring a photo id to use the computers and study rooms raise some concerns for equity. It may limit certain population without a photo id and reduce the computer accessibility for people who may need to use it for job search and other necessities.

Member Beckman-Harned, asked for clarity regarding the third bullet on the draft policy. Confirming if the temporary card online is another distinct library card from the limited and e-library card or if updates should be made as the text may need to be changed. Director Gray, confirmed the current text is outdated and will need to be updated. Intention of the e-library card is to have immediate access to digital materials, not meant for long term use. In comparison to other libraries, requiring a photo id is standard for registering for a full access library card. Noting, reasons for safety of the City's computer equipment if damaged by mal-ware or vandalizing the study rooms, having the ability to identifying the person responsible for the damages.

Member Beckman-Harned, suggested to replace the word temporary card with e-library card, if the intended purpose is to have the user upgrade their card to a full access library card. Director Gray confirm that the wording can be changed to make it coincide with the policy which would also remove the wording for use of the study room.

Vice Chairperson Su, asked about the application for the e-library card. Cards without circulation activity or without a California address will be deleted after 120 days, should that be included in the policy or only available online. Director Gray, confirmed the 120 days will be added to include wording to match the online verbiage. Noting that e-library

cards will be deleted after 120 days. Vice Chairperson Su, asked if the items should be separated, as some may not provide a California address or absent from a period of time and not checking out circulating material. Director Gray will have the verbiage changed to indicate that e-library cards will be deleted after 120 days.

Member Vogt, mentioned about accessibility and what are the acceptable form of identifications and easiest way to obtain an id. Chairperson Donahue, input on various ids such as school or employee id. Member Bismanovsky commented, a non-driver license id is another form of identification that online requires proof of verifying who you are. Equity and accessibility were the concerns among Chairperson Donahue and Member Vogt for people without an identification card to obtain a library card to use the computers.

Director Gray, mentioned this agenda item has been in discussion with the Board for the past year and emphasized part of her job as the steward of the City's equipment/study room is to keep these City property safe from hacks, malware or damage/vandalism. Requiring a photo id can help identify the person responsible, as these types of damage can be detrimental to City property if such incident were to occur.

Chairperson Donahue, second the motion from Member Vogt to bring back this policy to staff for further review and more data on making the policy more accessible to the marginalize members of the public without identification to use the computers.

Member Bismanovsky, voiced concerns and was uncomfortable with the motion with the Board's approach on addressing this policy. Stating that Director Gray is the steward of the equipment, has a responsibility to the community and for the job. Suggesting a photo id as part of the required policy, is in order to protect City equipment and integrity of the Library. Commenting that having Director Gray take this back to staff to obtain opposing reasons against the photo id policy is not appropriate as the Board is to advise the Library.

Director Gray, commented in comparison to other Libraries that having a photo id is standard practice in order to access materials or Library equipment and understands the Board's concerns about accessibility and equity. Chairperson Donahue, suggested that providing information on what the best practices are in comparison to other City Libraries may help provide details that will include accessibility to the marginalized members of the public without a photo id to use the computers.

Board Members reviewed, discussed and made a motion to vote on the policy to be returned to staff for further review.

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

**No:** 1 - Member Bismanovsky

## 8.2

### Fiscal Year 2022-23 Workplan

Director Gray provided a brief description of the general workplan standards for Boards and Commissions which list ongoing work items.

Member Beckman-Harned, asked if Chairperson Donahue has met with the Mayor for quarterly meetings. Chairperson Donahue confirmed no meetings have been scheduled in the recent years. Previously, Member Beckman-Harned confirmed his attendance with the Mayor for the quarterly meetings among other Boards and Commission Chairpersons along with having joint meetings with the Friends of the Mountain View Library.

Vice Chairperson Su, asked about hot topics and whether the pandemic continues to be the topic of discussion as it reach different stages.

Director Gray, commented that there are other things happening in Librarianship and hopes to have an opportunity to discuss items aside from the pandemic, such as book banning occurring in other Libraries and to have more staff presentations on current library topics or projects.

Board Members reviewed, discussed and made a motion to vote on the items as presented.

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

### 8.3 Fiscal Year 2022-23 Planning Calendar

Director Gray gave a brief review on the items listed on the Planning Calendar. Noting the Fiscal Year 2022-23 Planning Calendar is a working document and not an action item for Board Members to vote on.

Member Beckman-Harned acknowledged that Chairperson Donahue and himself will be termed out by the end of the year. Asked when the recruitment will occur to fill the seats when they leave.

Chairperson Donahue acknowledged no voting for the item as the Planning Calendar will continue to be a working document and can be modify as new items come up for discussion.

Board Members reviewed and accepted item as presented.

### 8.4 Adopt a Resolution of the Library Board of Trustees of the City of Mountain View Authorizing Virtual Meetings Pursuant to AB 361 and Making Required Findings, to be read in title only, further reading waived.

MOTION - Beckman-Harned/Bismanovsky (M/S) To adopt the resolution of the Library Board of Trustees of the City of Mountain View authorizing virtual meetings pursuant to AB 361 and making required findings, to be read in title only, further reading waived. Motion carried. Votes taken by roll call.

Member Beckman-Harned and Vice Chairperson Su, commented that they are both in favor of having the August meeting virtually.

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

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

### 9.1 Library Director's Report

Director Gray, gave a few updates: acknowledged staff's hard work with all the new events, program and services. The new online author series kickoff with over fifty participants joining the first author series which is recorded and also available to patrons that are not able to attend the event date. Noting Summer Reading is in full gear with August 1 being the end of year celebration. On July 9, first event for the Human Library

check out, which allows patron to check out a human instead of checking out book to engage in conversation on topics that they might not be aware about. This was a part of one of the major fiscal year goal on planning to have this available in collaboration with the Nationwide Human Library Organization. Helping with the Summer Lunch Program at the School District providing free books. Lucky Day E-Books, similar to the Friends print form collection. Closing the Library for all staff training day, for team building exercises and a motivational speaker for the program and ending the day with a City Manager's update event for all City Staff.

Member Beckman-Harned, mentioned appreciation for the Director's report with the details, data and photos that are provided to the Board.

Vice Chairperson Su, echoing the same feedback, attended the Mandolin concert and thanking Library Staff, Kyle for leading excellent book discussions, noting the caliber of authors being prize winner and a great way to engage with many readers.

Member Bismanovsky, asked about the October event announcement regarding the Opera, San Jose as an outdoor concert. Director Gray, acknowledge Library Staff, Kyle working of the event plans in draft form.

Chairperson Donahue, asked how the Human Library is selected. Director Gray, provided that staff are reaching out about various subject and through connections City and Regional Organizations or recommendations on experts on those various subjects that will be interviewed by staff prior to selection. A continual program that may be offered quarterly or twice a year that will build more interest form the members of the public.

## 9.2

### Agenda Setting

- Review of the Library Fiscal Year 2022-23 Library summary, Functions and goals/projects.
- Review of the Fiscal Year 2022-23 Library Significant Accomplishments.
- Review of the Fiscal Year 2021-22 Library Performance/Workload measures.
- Review of the Confidentiality of Library Records policy.

Chairperson Donahue, referenced the Fiscal Year 2022-23 Planning Calendar for the purpose of review for the Library's summary of function, goals and projects in the result of the budget process. Director Gray, noting that in the budget document, every department has a budget summary in which the Library Department was revised and included in the budget packet to discuss the major goals and project for the fiscal year.

Chairperson Donahue, noting the review of the Fiscal Year 2021-22 Library Significant Accomplishments is done prior to the Celebration of Service and the Library Performance/Workload measures. Review of the Confidentiality of Library Records policy, which Director Gray, informed the Board that this is an old business item that was brought to the Board in April/March with input from the Board for revisions and provided to the City Attorney for review.

Member Beckman-Harned, asked if the Borrowing policy should return. Chairperson Donahue, commented that the item should return for discussion when the policy is ready for review again.

Member Beckman-Harned, reached out to ask the Mayor about the quarterly meetings, in which the Mayor will need to confirm that information with the City Manager.

**10. ADJOURNMENT**

Having no further business, Chairperson Donahue adjourned the meeting at 8:31 p.m.

The next Library Board of Trustees Meeting will be held on Monday, August 15, at 7:00 p.m.

Submitted for approval by Joy Phaphakdy.

Approved on August 15, 2022.