



City of Mountain View

Minutes - Draft

Board of Library Trustees

Monday, April 21, 2025

7:00 PM

Library Program Room - 2nd floor

1. CALL TO ORDER

Chairperson Higaki called the meeting to order at 7:02 p.m.

2. ROLL CALL

Present 4 - Member Eric Nehrlich, Member Barbara Weesen-Baer, Vice Chair Kuldip Ambastha, and Chair Kristin Higaki

Absent 1 - Member Sharon Su

3. MINUTES APPROVAL

3.1 Approval of Minutes from March 17, 2025

Approval of Minutes from March 17, 2025.

MOTION - Ambastha / Nehrlich (M/S) to approve the minutes from March 17, 2025, board of Library Trustees meeting as presented. Motion carried. Votes taken by roll call.

Yes: 4 - Member Nehrlich, Member Weesen-Baer, Vice Chair Ambastha, and Chair Higaki

4. ORAL COMMUNICATIONS FROM THE PUBLIC

No public comments.

5. DONATIONS

None.

6. PRESENTATIONS

6.1 Library Communications, presented by Librarian Katie Hom

Librarian, Katie Hom presented on the rebranding phase of the past, present and future of the Library and her role as the Communications Librarian. Katie summarized each phase of the new City Logo rebranding initiative that would change the layout of the program flyers, social media posts, webpage interface and newsletters. The first phase of the rebranding launched the Library Communications Team (LCT) to develop a consistent style of the communication messaging and design. Taking this into consideration, Katie collaborated with LCT to establish templates and standards for cohesiveness and streamlined the process on how we post and combined newsletters. The future goal is to recruit a summer intern to assist with special projects to promote various Library services.

7. UNFINISHED BUSINESS

None.

8. NEW BUSINESS

None.

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

9.1 Library Director's Report

Library Director, Tracy Gray provided an update on the upcoming building closure for Staff Development Day on May 1, the Friends book sale on May 3 - 4 and staff's preparation for Summer Reading. Noting the new Lead Security Guard first day was on April 21, leaving two other vacancies to be filled. The Library requested additional funding for the Career Success Allowance Program for the City Council to consider when they meet for final budget approval. Lead staff is also preparing reports for City Council to review additional resources needed to expand library hours on Sundays. Tracy also shared kudos for Gayatri Ratnam, FabMo Library volunteer that will accept the Citywide Volunteer Appreciation Proclamation at the April 22 City Council's meeting.

9.2 Agenda setting

May Tentative Meeting Agenda:
Staff presentation - Summer Reading.
Behavior Policy Review (June).
Collections Policy Draft (June).

10. ADJOURNMENT

Having no further business, Chariperson Higaki adjourned the meeting at 8:16 p.m.

The next Board of Library Trustees' meeting will be on Monday, May 19, 2025, at 7:00 p.m.

Minutes submitted for approval by Joy Phaphakdy.