



CITY OF MOUNTAIN VIEW

LIBRARY BOARD

MINUTES

REGULAR MEETING – MONDAY, MAY 16, 2016
LIBRARY COMMUNITY ROOM – 585 FRANKLIN STREET
7:30 P.M.

1. **CALL TO ORDER**

The meeting was called to order at 7:35 p.m.

2. **ROLL CALL**

Present—Trustees Sheetal Shah, Randall Stock, Vice Chair Paul Donahue, and Chair Max Beckman-Harned.

Also Present—Rosanne Macek, Library Services Director.

3. **MINUTES APPROVAL**

Motion—M/S Donahue/Stock—Carried 4-0—To approve the minutes of the April 25, 2016 meeting.

4. **ORAL COMMUNICATIONS FROM THE PUBLIC**—None.

5. **UNFINISHED BUSINESS**

5.1 **COMPUTER AND NETWORK USE POLICY**

The Library Board decided to defer final approval of the policy until the July meeting, after City Council approves the budget in June.

Motion—M/S Stock/Donahue—Carried 4-0—To approve deferring final approval of the Computer and Network Use Policy until July.

5.2 BUDGET

There was no additional budget news from the Library Services uDirector. The Board discussed the benchmark report.

Motion – M/S Stock/Beckman-Harned – Carried 4-0 – To have the Library Board Chair send the report to the City Council on June 1 with a short cover letter supporting the Narrative Budget.

6. NEW BUSINESS

6.1 JUNE MEETING SCHEDULE

Consideration of everyone's schedules in June was discussed.

Motion – M/S Stock/Beckman-Harned – Carried 4-0 – To move the regularly scheduled June 20 meeting to June 27, although the meeting may be cancelled if there is a light agenda.

6.2 CONSIDER CHANGING MEETING LOCATION TO GOSSAMER CONFERENCE ROOM

The Board considered the possibility of permanently changing the meeting location to the Gossamer Conference Room in the administration office. It was decided to move the meeting to the Gossamer Conference Room with the option of using the Community Room if needed.

Motion – M/S Donahue/Stock – Carried 4-0 – To change the meeting location of the regularly scheduled Library Board meetings to the Gossamer Conference Room.

6.3 ANNUAL WORK PLAN

The Board reviewed the current work plan and agreed to maintain the current work items with the addition of a work item to advise the City Council on the remodel plans in the fall of 2016.

7. LIBRARY BOARD/STAFF COMMENTS, QUESTIONS, AND REPORTS

Because of a light agenda for the next meeting, the Board discussed the possibility of cancelling the regular June meeting. The Library Services Director will check with Chair Beckman-Harned after the City Council discusses the proposed budget. If none of the library items are questioned, the Chair will decide whether to cancel the June meeting.

Chair Beckman-Harned mentioned the Library volunteer recognition event and said it was nicely done. He also mentioned the Library's recent candidate forum, saying it was very interesting and was well-attended.

Vice Chair Donahue reminded the Board that he would miss the June and July meetings, and plans to attend the August meeting.

The Library Services Director will check with the Friends Board to see if they would like to have the annual joint meeting with the Library Board in August or September.

Trustee Stock asked if there was a concurrent user limit on the Library's new electronic magazine service. The Library Services Director will report on this at the next meeting.

The Library Services Director presented the attached Library report.

8. DONATIONS

Motion – M/S Beckman-Harned/Donahue – Carried 4-0 – To accept the donations.

9. AGENDA SETTING/PLANNING

- Budget
- Annual Work Plan

10. **ADJOURNMENT**

The meeting was adjourned at 8:58 p.m.

Respectfully submitted,

Rosanne M. Macek, Secretary
Library Board

RMM/TG/3/LIB
023-05-16-16mn-E



MEMORANDUM

Library Services Department

DATE: May 16, 2016
TO: Library Board of Trustees
FROM: Rosanne Macek, Library Services Director
SUBJECT: **Library Report**

5.1 COMPUTER AND NETWORK USE POLICY

The latest changes to the policy have been made available to the Library Board. The section on guest passes will change if the City Council approves the elimination of the \$5 charge for extra computer time, so the Board may want to consider waiting until July to finalize this policy.

5.2 BUDGET

There are no changes to report from the last meeting. None of the Library items were questioned by the City Council when they discussed the narrative budget last month and are expected to be in the proposed budget in June. The narrative budget can be viewed here:
<http://www.mountainview.gov/depts/fasd/budget/default.asp>

6.1 JUNE MEETING SCHEDULE

The Board's June meeting is scheduled for June 20. There were some concerns about whether or not there would be a quorum so a request was made to review Board member plans and adjust the meeting date if needed.

6.2 CONSIDER CHANGING MEETING LOCATION TO GOSSAMER CONFERENCE ROOM

Because of conflicts with library programs, there was a suggestion to move the Library Board meetings to the Gossamer conference room in library administration on a regular basis.

6.3 ANNUAL WORK PLAN

The current work plan was distributed with the agenda. The new work plan for FY 16/17 will be due to the City Council in September.

RESPONSE TO BOARD COMMENTS FROM LAST MEETING

There was a question about getting library notices via text. We just received a quote from our library systems vendor but it's too late to get it into the budget for next year. However, we are exploring less expensive alternatives so I will report back on that at a future meeting.

There was a report about the software that is used to manage Internet time at the Sunnyvale Library. Their system automatically gives users more time if there are computers available. We have explored this feature with our vendor in the past and were told it was not available. However, with a recent update, we believe we will now be able to offer this enhancement. If the City Council approves the removal of the \$5 charge for computer time, we will explore implementing this feature early next fiscal year.

FIRST ANNUAL COMMUNITY RESOURCE FAIR

Our first annual Community Resource Fair last weekend was a big success. We had 24 organizations participate, including CHAC, MVLA, CSA, Day Worker Center, Santa Clara Valley Mental Health, the Reading Program, PD, Leadership Mountain View, and many others. We even got to meet Thor the police dog! (pictured below). We were able to provide the opportunity for these organizations to connect with 1,021 people.



KINDERGARTEN VISIT AT STEVENSON ELEMENTARY

The kids have been studying the trees at Rengstorff Park and created beautiful posters of their work. The posters feature photos, drawings and descriptions of the trees done by the students. These were presented to Karin Bricker and are now on display in our children's department.



ELECTRONIC MAGAZINES

We have just launched a brand new digital magazine service called Flipster. With Flipster you can view popular magazines online with an internet connection, or download them to your mobile device for offline viewing. It is very easy to use and there are no late fees, so go check out a magazine today!

www.mountainview.gov/emagazines

SUMMER READING

We just started signups for summer reading and we hope you'll join in the fun! Go to this link <https://ca.evanced.info/mountainview/sr/homepage.asp>? and click on the "Adult Readers 2016" link to register.

You have lots of options to participate in addition to reading, including attending a library program, reading a digital magazine (Flipster), listening to an audiobook, visiting a museum using our Discover & Go service, and more!

On Your Mark, Get Set, READ! Kick-off event will be held on June 8 at 6:00pm in Pioneer Park. Enjoy dessert thanks to the Friends of the Library and dance to the Alphabet Rockers.

SUPPORT SERVICES

Our Support Services group does critical work in maintaining our collection including ordering materials, receiving, cataloging, processing, and making changes to enhance access to the public (and much more!). Because this work is "behind the scenes" it doesn't get the attention that our public facing programs do, but is just as important. I wanted to mention a recent project that is just one of many, as an example of the kind of work that improves our service to the community.

Below is a photo of our new children's biography section. In the past, all these books were interfiled by Dewey Decimal number, which made it difficult to find for those biography school projects. Our Support Services removed all the books, changed the information in the library catalog, put on new labels where needed, and rearranged the books in a new section.



MEMORIAL DAY HOLIDAY

The Library will be closed on Sunday, May 29, and Monday, May 30 for the Memorial Day holiday.