



City of Mountain View

Public Library
585 Franklin Street

Minutes

Library Board

Boardmembers Beckman-Harned, Stock, Vogt, Vice Chair Lopez, Chair Donahue

Monday, July 17, 2017

7:30 PM

Gossamer Conference Room

1. CALL TO ORDER

Chair Donahue called the meeting to order at 7:32 p.m.

2. ROLL CALL

Present 4 - Max Beckman-Harned, Randall Stock, Nicole Vogt, and Chairperson Paul Donahue

Absent 1 - Vice Chair Elena Lopez

3. MINUTES APPROVAL

Motion - M/S Beckman-Harned/Stock to approve the Library Board minutes of the June 19, 2017 meeting as amended with the following corrections: Trustee Beckman-Harned was absent and Trustee Donahue arrived in time to participate in the vote on the Library Meeting Room Policy.

The motion carried by the following vote:

Yes: 4 - Beckman-Harned, Stock, Vogt, and Chairperson Donahue

Absent: 1 - Vice Chair Lopez

4. ORAL COMMUNICATIONS FROM THE PUBLIC - None

5. UNFINISHED BUSINESS

5.1 Review Final FY 17/18 Budget

Director Macek reported on the library items that were included in the final FY 17/18 budget and addressed questions about the timeline for the CENIC and automated materials return projects.

5.2 Approve FY 17/18 Workplan

Motion - M/S Beckman-Harned/Stock to approve the FY 17/18 Workplan.

The motion carried by the following vote:

Yes: 4 - Beckman-Harned, Stock, Vogt, and Chairperson Donahue

Absent: 1 - Vice Chair Lopez

Workplan

Attachments: [Workplan](#)

6. NEW BUSINESS**6.1 Review Library Card and Borrowing Policy**

Changes to the policy were discussed and the policy will be discussed again at the next meeting. The Board asked for additional data including percentage of items that are returned late, average number of renewals, and percentage of items that are renewed twice. The Board also asked that the Friends collection circulation be tracked to determine the impact of increasing the circulation period and requested failure rates for the automated return system.

Library Card and Borrowing Policy

Attachments: [Policy](#)

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

Trustee Vogt mentioned that the San Jose Public Library has multiple library carts with different designs.

Trustee Vogt volunteered to assist with the project to analyze library cardholders by geographic area.

Trustee Beckman-Harned asked why the library is still using Windows XP and Office 2010 and if all the carpeting will be replaced on the second floor as part of the remodel project.

7.1 Library Director's Report

Director Macek presented the report and answered questions.

Director's Report

Attachments: [Report](#)

8. DONATIONS - None**9. AGENDA SETTING/PLANNING**

- Results of Summer Reading Program
- Library Card and Borrowing Policy
- Statistics for Year End June 30, 2017
- Year end accomplishments

10. ADJOURNMENT - At 9:40 p.m. Chair Donahue adjourned the meeting to the next Library Board meeting to be held on August 21, 2017.