



# City of Mountain View

## Minutes - Draft

### Board of Library Trustees

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Monday, May 20, 2024

7:00 PM

Library Program Room - 2nd floor

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#### 1. CALL TO ORDER

Vice Chairperson Higaki called the meeting to order at 7:01 p.m.

#### 2. ROLL CALL

Chairperson Nehrlich arrived to the meeting at 7:05 p.m.

**Present** 5 - Member Kuldip Ambastha, Member Sharon Su, Member Nicole Vogt, Vice Chair Kristin Higaki, and Chair Eric Nehrlich

#### 3. MINUTES APPROVAL

##### 3.1 Approval of Minutes from April 15, 2024 meeting

MOTION - Su/Vogt (M/S) To approve the Minutes from the April 15, 2024, Board of Library Trustees Meeting as presented. Motion carried. Votes taken by roll call.

**Yes:** 4 - Member Ambastha, Member Su, Member Vogt, and Vice Chair Higaki

**Excused:** 1 - Chair Nehrlich

#### 4. ORAL COMMUNICATIONS FROM THE PUBLIC

Rachel asked by Zoom, if meetings were recorded and available online.

#### 5. DONATIONS

None.

#### 6. PRESENTATIONS

##### 6.1 Library Programming Presentation

Youth, Bookmobile and Collections Manager, Tarri Ryan shared thanks to acknowledge the Friend of the Mountain View Library for their support with supplying program materials. Gave a summary on their focus to provide more early literacy programs, sensory and bilingual story times, tutoring, early elementary and mid-grade programming. Continues to offer STEAM Fridays due to popularity and request from families.

Customer Experience and Technology Manager, Ann Collins gave a summary on the different types of programs that are offered at the Library: Tax Assistant Program, the Ukulele, FabMo, Author Talks and Concerts. Emphasizing the Library's goal to provide free space and programs that brings the community together. Programs are planned up to six months in advance with the Library's mission to create, connect and learn being aligned with the City Council goals for the fiscal year.

Senior Librarian, Renee Ting gave a summary on the Bookmobile since making its debut in January 2024. The Bookmobile has gain more popularity and positive results with reaching more community members.

Books are brought out to be displayed in front of the Bookmobile, with a table and canopy for staff to provide service which includes book pick ups, book returns or issuing library cards. To note, the Bookmobile circulated 3,028 items and issued 150 library cards during their stops. The goal of reaching more community members, providing free services, mini story time and issuing new library cards has been well received by the community but also rewarding for staff to witness the successful outcome with the new Bookmobile.

## **7. UNFINISHED BUSINESS**

### **7.1 Reference and Information Services Policy**

Board members reviewed the revised draft for the Reference and Information Services Policy. Board members suggested a few edits to the policy and moved to approve the policy as amended.

**Yes:** 5 - Member Ambastha, Member Su, Member Vogt, Vice Chair Higaki, and Chair Nehrlich

## **8. NEW BUSINESS**

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

### **9.1 Library Director's Report**

Library Director, Tracy Gray shared updates on the Friends of the Mountain View Public Library book sale and the Fire Department Anniversary Parade commemorating 150 years of service. Great turn out for both events over the weekend. Librarians put together a display case and showcase historical items in the History Center on the second floor in celebration of the Fire Department's Anniversary Parade. The Summer Reading Program will kick off on Saturday, June 1 with the Mayor in attendance. Celebration of Service will be held sometime in mid-September, pending more details from the City Clerk's office.

### **9.2 Agenda Setting**

- Fiscal Year Boards and Commission Work Plan (June).
- Staff Presentation on different Library roles (June).
- Discuss Board meeting for the month of July (June).

## **10. ADJOURNMENT**

Having no further business, Chairperson Nehrlich adjourned the meeting at 8:26 p.m.

The next Board of Library Trustees' meeting will be on Monday June 17, 2024.

Minutes submitted for approval by Joy Phaphakdy.