



# City of Mountain View

## Minutes - Draft

### Board of Library Trustees

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Monday, April 15, 2024

7:00 PM

Library Program Room - 2nd floor

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#### 1. CALL TO ORDER

Chairperson Nehrlich called the meeting to order at 7:00 p.m.

#### 2. ROLL CALL

**Present** 4 - Member Kuldip Ambastha, Member Nicole Vogt, Vice Chair Kristin Higaki, and Chair Eric Nehrlich

**Absent** 1 - Member Sharon Su

#### 3. MINUTES APPROVAL

##### 3.1 Approval of Minutes from February 26, 2024 meeting.

MOTION – Vogt/Ambastha (M/S) To approve the Minutes from the February 26, 2024, Board of Library Trustees Meeting as presented. Motion carried. Votes taken by roll call.

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

#### 4. ORAL COMMUNICATIONS FROM THE PUBLIC

No public comments.

#### 5. DONATIONS

None.

#### 6. PRESENTATIONS

None.

#### 7. UNFINISHED BUSINESS

None.

#### 8. NEW BUSINESS

##### 8.1 Reference and Information Services Policy

Senior Librarian, Court Fields gave a summary report on changes made to the Reference and Information Services Policy. Revisions to the policy was in collaboration with Assistant Library Director, Melvyn Yabut, Library Manager, Ann Collins and Librarians from the Youth and Bookmobile and the Customer Experience and Technology divisions. The main goal was to set clear expectations and guidelines on library services and have a policy that was streamlined and aligned with the American Library Association, Library Bill of Rights.

Board Members Ambastha and Vogt, both noted items on the policy to be revised. Board members did not motion to vote on this item and asked staff to bring it back for another review after suggested edits have

been made.

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

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

Library Director, Tracy Gray shared an update on volunteer recruitment for the launch of the Adult Literacy Program and the History Center received a refresh with new paint, carpet and furniture. Library staff is working in partnership with the Mountain View Historical Association to continue inventory of all items in the History Center. The Library will be closed on April 25 for Staff Development Day. The Library will be tabling at these upcoming events: Earth and Arbor Day on April 20 and the Multi-Cultural event on April 27. The Plant Exchange will also be happening on April 27. The Senior Center will have their Senior Resource Fair on May 7 and the Summer Reading Program kickoff event will be on June 1.

### **9.2 Agenda Setting**

- Presentation on programming from Youth Services (May).
- Unfinished Business: Reference and Information Services Policy (May).
- Boards and Commissions to plan their Work Plans that will go to City Council (June).
- Update on City Council Budget approval (July).

## **10. ADJOURNMENT**

Having no further business, Chairperson Nehrlich adjourned the meeting at 7:53 p.m.

The next Board of Library Trustees' meeting will be on Monday, May 20, 2024 at 7:00 p.m.

Minutes submitted for approval by Joy Phaphakdy.