

**Minutes of the Regular Meeting  
of the Board of Library Trustees  
February 2, 2015**



TRUSTEES PRESENT: Betsy Megas, Kathy Watanabe, Peter Yoon, Ashish Mangla, Barbara Vance

EXCUSED ABSENCE:

STAFF PRESENT: Hilary Keith, City Librarian  
Hillary Brookshire, Senior Library Assistant-Administration  
Ellen Paul, Program Coordinator – Adult Services

MEMBERS OF  
THE PUBLIC: None

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MATTERS FOR COUNCIL ACTION:

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**I. CALL TO ORDER**

Trustee Megas called the meeting to order at 6:30 p.m.

The City Librarian introduced Ellen Paul, the new Program Coordinator–Adult Services. Ms. Paul discussed her vision of the future of Santa Clara City Library circulation, collections, and reference activities, which will include both the Mission and Northside Branch Libraries. They will evaluate how these operations are currently functioning and take a clear look at ways to improve the Library’s responses to patrons’ questions and suggestions. Example: Track what kinds of questions are being asked and improve on the most frequently asked question. Trustee Mangla added that details could be evaluated for each Library branch that would tell a story through numbers. Also, ESL patrons may not ask questions as frequently. What Library materials are patrons putting on hold most frequently, what do they want? Library data could be posted on Library screens “Did You Know?”

**II. MINUTES OF THE DECEMBER 1, 2014 MEETING**

Chair Megas asked for comments or corrections to the minutes of the December 1, 2014 Board of Library Trustees meeting. A few corrections were noted. Trustee Watanabe made a motion to accept the minutes as amended, seconded by Trustee Vance. The motion passed unanimously.

**III. CORRESPONDENCE**

None

#### **IV. GIFTS**

Trustee Vance reported on gifts received by the Library Foundation and Friends, as follows: \$10,000 from the Nadlers for enhancements to the children's collection; \$12,000 written commitment from Kaiser for health and wellness programs and materials; \$1,000 from Irvine Foundation for Lollapalooza sponsorship; \$4,250 from Texas Instruments; \$2,000 from Yaowei Jia Foundation; eight (8) gifts from various individuals at \$1,000 and above; over \$15,000 in smaller gifts (less than \$1,000). Trustee Mangla made a motion to accept the gifts, with a second from Trustee Yoon. The motion passed unanimously.

#### **V. PUBLIC PRESENTATIONS**

##### **A. Library Foundation**

The Foundation will hold its annual Lollapalooza at Central Park Library on February 7, 2015 at 6:30p.m. honoring library hero Lisa Gillmor-join us! Thank you to all of you who bought tickets. Last year we had 100 attendees. This year we already have 142 registrants and are still selling tickets. A grant request has been submitted to Mission City Community Fund for summer reading. Carol McCarthy and Harbir Bhatia are our newest members of the Foundation Board of Directors.

#### **VI. OLD BUSINESS**

##### **A. New Carpeting for Central Library**

The carpeting installation is still awaiting the final closure of the Northside finances. An agreement is out for signature to put remaining Northside funds into the Library's CIP budget for 2015-16 to cover carpeting installation.

##### **B. New Reference Area Furniture and Configuration**

New furniture has been received for the former Reference Area. Electrical outlets in this area are being reconfigured by Building Maintenance. The new area is being funded by Peninsula Library Partnership with an Innovation Grant for \$10,000.00. Funds will be used to complete the area and have a 'gallery opening' event.

##### **C. Fit Bit Checkouts**

Fit Bit checkouts are going well.

##### **D. HVAC Upgrade at Central Park Library**

The project is complete.

#### **VII. NEW BUSINESS**

##### **A. Foundation Turnover of Funds to City from Northside Project**

The Northside Project is being closed out with approximately \$2.6 Million remaining funds being allocated to the Library 2015-16 CIP Budget, with some funding used for Mission Library renovation and the Central Library media lab.

#### **VIII. CITY LIBRARIAN'S REPORT**

##### **A. Library Monthly Report – November 2014**

The City Librarian reviewed the November 2014 Monthly Report data with Board members.

**B. Activities**

The City Librarian stated there is a new survey on the Library website with questions about the new media lab that also asks for suggestions for the lab from patrons. There have been 143 positive responses to the survey to date. Plans are being made to hold a “Noon Year’s Eve” for kids and teens during the upcoming Holiday Season. “Girls Who Code” classes have been very well attended and are a great success. New cooking classes are scheduled for February with the intent to have a class every Sunday at 2:00p.m. that includes a demo and cookbooks.

**C. Personnel**

Board members talked more with Ellen Paul. The City Librarian stated that Nan Choi is becoming a full-time employee. The Library currently has 80 as-needed staff. Staff makes up 78% of the Library’s budget and should be around 68%. The recruitment for Assistant City Librarian closes on February 5, 2015.

**IX. MATTERS OF TRUSTEE INTEREST**

Board members discussed Silicon Valley Reads. Trustee Megas spoke about the Raspberry Pi, a small educational computer that costs \$35.00 that could be available in the new creative lab for patrons to try. Trustee Megas also suggested that the Library hold workshops led by local hobbyists. She also suggested looking into the Tech Shop at 2<sup>nd</sup> Street and San Carlos for ideas for the media lab. The Library could hold a large variety of programs using volunteer program supporters who were knowledgeable in various fields.

**X. REPORTS OF TRUSTEE CONFERENCE AND TRAVEL**

None

**XI. CALENDAR**

- A. Monday, February 16, 2015 – President’s Day Holiday - City Holiday – Library Closed
- B. Monday, March 2, 2015, Board of Library Trustees meeting, 6:30p.m., Library Board Room

**XII. ADJOURNMENT**

There being no further business, Trustee Megas made a motion to adjourn the meeting at 7:45 p.m. to Monday, March 2, 2015 in the Library Board Room, with a second from Trustee Mangla. The motion passed with a unanimous vote.

Respectfully submitted,

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Kathleen Watanabe  
Secretary to the Board of Library Trustees