



CITY OF MOUNTAIN VIEW

LIBRARY BOARD

MINUTES

REGULAR MEETING - MONDAY, SEPTEMBER 21, 2015
LIBRARY COMMUNITY ROOM - 585 FRANKLIN STREET
7:30 P.M.

1. **CALL TO ORDER**

The meeting was called to order at 7:34 p.m.

2. **ROLL CALL**

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

Absent— Trustee Cindy Hofen and Vice Chair David Herington.

Also Present— Rosanne Macek, Library Services Director; Russ Jones and Jan Jones from the Friends of the Mountain View Library.

3. **MINUTES APPROVAL**

Motion— M/S Donahue/Beckman-Harned— Carried 3-0-2— Hofen, Herington absent— To approve the minutes of the August 17, 2015 meeting.

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

5. **UNFINISHED BUSINESS**

5.1 **CONFIDENTIALITY POLICY**

The Board discussed several changes to the Library's Confidentiality Policy and will finalize the policy at the next meeting.

6. **NEW BUSINESS**

6.1 **JOINT MEETING WITH THE FRIENDS OF THE MOUNTAIN VIEW LIBRARY**

Russ and Jan Jones from the Friends of the Mountain View Library gave a brief report about their activities. About \$5,000 is raised at each book sale and new shelving will be installed in the garage to better support this effort. Membership of Friends of the Mountain View Library is currently 152.

6.2 **LINK+ SERVICE**

Director Macek gave the attached report about the Link+ service which enables Mountain View Library cardholders to borrow materials from public and academic libraries throughout California and Nevada.

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

Director Macek presented the attached activity report. Trustee Beckman-Harned gave a brief report on the Mayor's meeting with boards and commissions. Trustee Beckman-Harned also offered several suggestions: using scanners instead of entering Library card numbers for public computers and using Wowbrary for promoting new Library items added to the collection. Director Macek will investigate these possibilities as part of Fiscal Year 2016-17 budget planning. There was also a discussion about why a user needs to log in to see more items in the catalog, and Director Macek will investigate this issue.

8. **DONATIONS**

Motion – M/S Beckman-Harned/Donahue – Carried 3-0-2 – Hofen, Herington absent – To accept the donation.

9. **AGENDA SETTING/PLANNING**

- Confidentiality Policy
- Materials Budget
- Library Card and Borrowing Policy
- Review Meeting Dates for December, January, and February

10. **ADJOURNMENT**

The meeting was adjourned at 9:13 p.m.

Respectfully submitted,

Rosanne M. Macek, Secretary
Library Board

RMM/TG/2/LIB
023-09-21-15mn-E



CITY OF MOUNTAIN VIEW

MEMORANDUM

Library Services Department

DATE: September 21, 2015
TO: Library Board of Trustees
FROM: Rosanne Macek, Library Services Director
SUBJECT: **Library Report**

5.1 CONFIDENTIALITY POLICY

See separate document for changes discussed at the last meeting.

6.1 JOINT MEETING WITH THE FRIENDS OF THE MOUNTAIN VIEW LIBRARY

Last fiscal year, the Friends of the Library provided \$91,527 to enhance Library services. This included funding for programs for all ages, materials, database licenses, staffing, online tutoring, and shelving. The Friends truly help make our Library a valued community resource.

National Friends of Libraries Week is October 18-24. We will be celebrating with a proclamation in honor of the Friends at the City Council meeting on October 13.

6.2 LINK+

Link+ is a network of libraries in California and Nevada who share materials. Here are the libraries who are currently participating in the Link+ network:

- Academy of Art University **Coming soon!**
- Alameda County
- Alliant International University - San Francisco
- Alliant International University - Fresno
- Alliant International University - Irvine
- Alliant International University - Los Angeles
- Alliant International University - Sacramento
- Alliant International University - San Diego
- Azusa Pacific University
- Belvedere-Tiburon
- Berkeley Public
- Biola University
- Cal Poly Pomona
- Cal Poly San Luis Obispo
- California Maritime Academy
- College of Marin **Coming soon!**
- Contra Costa County
- CSU East Bay
- CSU Fresno
- CSU Long Beach
- CSU Stanislaus
- Fresno Pacific University
- Hayward Public
- Larkspur Public
- La Sierra University
- Livermore Public
- Loma Linda University
- Loyola Marymount University
- Marin County Free
- Mill Valley
- Mission Community College
- Mount St. Mary's University
- Mountain View Public
- Oakland Public
- Occidental College
- Pacific Union College
- Palo Alto City
- Pleasanton Public
- Redwood City Public
- Richmond Public
- Sacramento Public
- Saint Mary's College of California
- San Anselmo
- San Diego County
- San Francisco Public
- San Francisco State University
- San José Public
- San José State University
- San Mateo City
- San Mateo County
- San Rafael
- Santa Clara City
- Santa Clara University
- Sausalito Public
- Sonoma State University
- Stockton San Joaquin County Public
- Sunnyvale Public
- University of La Verne
- University of Nevada, Las Vegas
- University of Nevada, Reno
- University of Redlands
- University of San Francisco
- West Valley Community College
- Whittier College
- Yolo County Library **Coming soon!**

Last fiscal year, we requested 15,183 items on behalf of our customers and sent 15,947 items to customers at other libraries. Items are usually received within 4 days and are held at the Customer Service desk for 8 days for pickup. The loan period for books is 21 days and they can be renewed for another 14 days if the loaning library approves. The loan period for media is 7 days. Fines are \$1.00 per day and \$115.00 is charged for lost items.

In general, the Link+ service sends requests to the closest library. We don't get regular reports on items requested but periodically check this and have found that our requests are about half academic and half public. We don't currently use this information in collection development.

Link+ does have a visiting patron program, but this is used primarily by academic libraries. In most cases, any California resident can get a library card at any public library.

Link+ customers enter their name and library card number to request an item. Because we have centralized our Link+ processing tasks, Link+ items can't be sent directly to the Mobile Library but MLS staff do bring Link+ items out on the vehicle when requested.

Link+ Costs

Annual subscription fee	\$22,600
Delivery	\$11,200
Labor	\$26,800
TOTAL	\$60,620/year

Based on 15,183 items borrowed last fiscal year, cost per item borrowed is \$3.99.

REMODEL UPDATE

The Public Works Director and I had a good meeting at LinkedIn a few weeks ago and they remain excited about the project. They are still interested in assisting with funding, but it's still too early in the development process for them to commit. There will be a study session on October 20 for the City Council to review LinkedIn's plans. In the meantime, the City Manager has authorized us to complete the design so that it is ready when funding is identified. Our previous project manager has left the City so when

staffing is identified and Noll and Tam Architects are available, we will resume our design meetings. Design plans will be presented to the Library Board at a later date.

STAFFING UPDATE

Paul Sims, Adult Services Manager, has left us to be the new Assistant Director at the City of Santa Clara Library. This is a wonderful opportunity for Paul and the next step in his career. I have appointed Melvyn Yabut as Interim Manager while we recruit to fill the position on a permanent basis.

Emily Weak has left us for a position with the Oakland Public Library. She is an Oakland resident, so this should be a much better commute for her. We have moved Karin Mente from her .75FTE position into Emily's full time position, and are about to make an offer to a candidate to fill Karin's former position.

We have hired a part time hourly Technology Librarian to backfill Melvyn's former position, and a part time hourly Librarian to assist with cataloging new materials to fill in for another staff member out on an extended medical leave.

FACILITIES UPDATE

The installation of the new chiller for our HVAC is still a work in progress. There have been some technical challenges to overcome and we now expect the project to go out to bid by mid-October.