



MINUTES

REGULAR MEETING - MONDAY, OCTOBER 19, 2015
LIBRARY COMMUNITY ROOM - 585 FRANKLIN STREET
7:30 P.M.

1. **CALL TO ORDER**

The meeting was called to order at 7:35 p.m.

2. **ROLL CALL**

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

Also Present—Rosanne Macek, Library Services Director; Cassandra Zawilski, community member.

3. **MINUTES APPROVAL**

Motion—M/S Donahue/Beckman-Harned—Carried 4-0—Approve the minutes of the September 21, 2015 meeting.

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

5. **UNFINISHED BUSINESS**

5.1 **CONFIDENTIALITY POLICY**

Motion—M/S Beckman-Harned/Donahue—Carried 4-0—Approve the Confidentiality Policy.

6. **NEW BUSINESS**

6.1 **LIBRARY MATERIALS BUDGET**

Director Macek reported that no information is available yet from the State Library.

6.2 LIBRARY CARD AND BORROWING POLICY

Numerous changes were suggested. This item will continue to the next meeting.

6.3 REVIEW LIBRARY BOARD MEETING DATES FOR DECEMBER, JANUARY, AND FEBRUARY

Motion—M/S Beckman-Harned/Donahue—Carried 4-0—Approve the meeting date changes. December meeting was changed from December 21 to December 14, the January meeting was changed from January 18 to January 25, and the February meeting was changed from February 15 to February 22.

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

Director Macek presented the attached report. Vice Chair Herington requested a summary of the Library policy on database backups. Trustee Beckman-Harned requested information on the cost of Wowbrary. Chair Stock reminded everyone that ethics training should now be complete.

8. DONATIONS—None.

9. AGENDA SETTING/PLANNING

- Materials Budget
- Library Card and Borrowing Policy

10. **ADJOURNMENT**

The meeting was adjourned at 9:01 p.m.

Respectfully submitted,

Rosanne M. Macek, Secretary
Library Board

RMM/TG/7/LIB
023-10-19-15mn-E



CITY OF MOUNTAIN VIEW

MEMORANDUM

Library Services Department

DATE: October 19, 2015
TO: Library Board of Trustees
FROM: Rosanne Macek, Library Services Director
SUBJECT: **Library Report**

6.1 MATERIALS BUDGET

We have not received notification from the State Librarian about our annual statistics, so I don't have any information yet from our benchmark libraries about materials spending.

6.3 REVIEW OF UPCOMING MEETING DATES

December 21, 2015

January 18, 2016 - Library closed for Martin Luther King Day

February 15, 2016 - Library closed for President's Day

NATIONAL FRIENDS OF LIBRARIES WEEK

Bill Lowes, President of the Friends of the Mountain View Library, received a proclamation from the Mayor in recognition of the Friends' great work in supporting our Library.



BED BUGS

Bed bugs have recently been found in the Mitchell Park and Rinconada Libraries in Palo Alto, the North Branch of the Berkeley Library, and the Menlo Park Library. In most cases, a few bed bugs were found on a couple of chairs and the infected area was small. These libraries were closed for a few days to be treated, and some of them brought in bed bug sniffing dogs to check their buildings. Because they were found in chairs, they were likely brought in on clothing or personal belongings, not library books.

We have had no signs of such activity in Mountain View but as a precaution we had the library inspected twice by our outside pest control company. They checked our library once, left some traps, and came back again to check. They found no evidence of activity here, nor have we had any complaints from the public.

I also had a meeting with our Facilities staff and our pest control company to learn more about bed bugs and what to do in the future. In that meeting I learned that bed bugs introduced into buildings like libraries will not be able to create an infestation. Bed bugs are nocturnal and come out at night when people are sleeping and not aware of their presence. In a home, bed bugs will increase in numbers because a nocturnal source of food (blood) is routinely available. Since we don't usually have people sleeping in the library overnight, this is not a problem for us.

We have been provided with an information packet, collection tools and supplies, an incident form, and procedures to follow if we find bed bugs. Should we have any concerns in the future we will continue to consult with our pest control firm. I also have contact information for a company who provides bed bug sniffing dogs should we find any bed bugs in the future.

We are all clear for now and will be on the lookout for any future problems. We will also have all our upholstered chairs cleaned on our next closed day, Veteran's Day on November 11, as an extra precaution. As part of our remodel we will also consider different furniture that may be less conducive to future problems.

REMODEL UPDATE

We have been assigned a new project manager from our Public Works staff and the City Manager has authorized us to continue with the design process so we have plans in place once funding is finalized. Our project manager has contacted Noll and Tam Architects to schedule our next meeting.

STAFFING UPDATE

I am happy to report we just hired a new part-time Adult Services librarian. Her name is Ellen Thayn and she has been working with us as an hourly librarian since last March. Prior to moving to Mountain View with her family this year she held a number of positions in Utah including Circulation Manager for the Murray Public Library, Teen Librarian for the Springville Public Library, and Access Services Assistant at Brigham Young University. She has her Master's in Library Science from the University of North Texas.

PACIFIC LIBRARY PARTNERSHIP

There will be a get acquainted reception at Pacific Library Partnership offices in San Mateo on Thursday, November 12, from 4:00 to 6:00pm. As you may know, PLP is a Joint Powers Authority that includes libraries throughout our region all the way from San Francisco to San Benito County. Our membership in PLP ensures resource sharing with other libraries, gives us access to state grants, provides delivery of materials between libraries, and gives us discounts on eBooks and databases. The purpose of this reception is to provide an overview and orientation about PLP for interested staff, Library Boards, Trustees, Commissioners, Friends, Foundations, elected officials, and other interested stakeholders as well as an opportunity for networking. Please let me know if you are interested in attending.

SILICON VALLEY READS

Our theme for 2016 is **Chance of Rain - The Impact of Climate Change on our Lives**. The adult books chosen are *Memory of Water* by Emmi Itaranta and *Sherwood Nation* by Benjamin Parzybok. The kick off will be at the Heritage Theater in Campbell on January 26, 2016 and we expect to have one of the authors here in Mountain View in February.

UPCOMING PROGRAMS

See the library online calendar for full details.

October 20, 7:00pm: **Oral Histories with the Computer History Museum**. Dive into the rich tapestry of past technology with a multi-media presentation including video oral histories and Q & A with curators from the Computer History Museum.

October 21, 6:00pm: **Girls Who Code Club**. The Girls Who Code Club is open to girls in grades 6-12. This national non-profit organization aims to close the gender gap in technology. Members will learn about AI, game design, cryptography and more.

October 22, 4:00pm: **Cube Club**. Solve the Rubik's Cube! Cubing experts share the excitement of solving the cube with 3rd-12th graders.

October 24, 1:00pm: **Library 2 Library Bike Tour**. We will be leading a 30 mile loop and visiting 6 Silicon Valley libraries.

October 28, 7:00pm: **Decorate a Sugar Skull at the Library** for Día de los Muertos. Blank sugar skulls (calaveras) and colorful decorations will be provided.

October 31, 11:00 to 1:00pm: **Trick or treating at the Library!** Visit various stations throughout the library to say "Trick or Treat" and receive a small treat.

October 31, 1:00pm: **Halloween Ukulele Jam & Costume Party**. Dress in costume, bring your ukulele (or borrow one of ours), and join us to sing and play Halloween songs.

November 4, 6:30pm: **Book Talk & Tasting With Chef Miyoko Schinner**. Join us for a presentation and discussion about the art of the vegan pantry with celebrated chef and author Miyoko Schinner.

November 7, 10:00am: **Our 23rd Annual Reading Day!** Special activities from 10:00am to 1:00pm including a puppet show, Mother Goose & More special event, author appearances, reading in English, Spanish and Mandarin, Firefighter and Police Readers, Crittenden students reading under the stairs and more.

VETERAN'S DAY

The Library will be closed on Wednesday, November 11, in celebration of Veteran's Day.