



## MINUTES

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REGULAR MEETING - MONDAY, JUNE 15, 2015  
LIBRARY COMMUNITY ROOM - 585 FRANKLIN STREET  
7:30 P.M.

1. **CALL TO ORDER**

The meeting was called to order at 7:38 p.m.

2. **ROLL CALL**

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

**Also Present**— Rosanne Macek, Library Services Director.

3. **MINUTES APPROVAL**

**Motion**— M/S Beckman-Harned/Herington— Carried 5-0— To approve the minutes of the May 18, 2015 meeting.

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

5. **UNFINISHED BUSINESS**

5.1 **BUDGET**

The City Council will approve the final budget on June 16. There were no changes to the Library items at the June 9 meeting.

5.2 **REMODEL UPDATE**

Director Macek reported that Public Works staff is currently revising cost estimates based on more detailed plans developed with Noll & Tam Architects.

### 5.3 WORK PLAN FOR FISCAL YEAR 2015-16

**Motion**—M/S Herington/Hofen—Carried 5-0—To approve the work plan for next fiscal year.

Director Macek will bring a calendar to the next meeting to assist in planning meeting agenda items for the year.

## 6. NEW BUSINESS

### 6.1 LIBRARY CARD RENEWAL PROCESS

Procedures for renewing Library cards are included in the attached Director's Report.

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

Chair Stock reported on the recent Mayor's meeting with advisory bodies. The Mayor will be attending upcoming advisory body meetings. Also, ethics training is required for all advisory body members. A new policy related to ethics training will be included in the City Council agenda for June 23.

Director Macek presented the attached Director's Report.

**Motion**—M/S Hofen/Herington—Carried 5-0—To cancel the July meeting.

Director Macek will ask the Friends of the Library if they are able to participate in a joint meeting with the Library Board in August or September.

## 8. DONATIONS

**Motion**—M/S Herington/Hofen—Carried 5-0—To accept the donations.

**9. AGENDA SETTING/PLANNING**

- Remodel Update
- Year-End Statistics
- Privacy Policy
- Possible Joint Meeting with the Friends of the Library
- Possible Future Topics:
  - Catalog System, Maintenance, Upgrades, Etc.
  - Link+
  - Economics of eBooks

**10. ADJOURNMENT**

The meeting was adjourned at 9:00 p.m.

Respectfully submitted,

Rosanne M. Macek, Secretary  
Library Board

RMM/TG/5/LIB  
023-06-15-15mn-E



**MEMORANDUM**

**Library Services Department**

**DATE:** June 15, 2015  
**TO:** Library Board of Trustees  
**FROM:** Rosanne Macek, Library Services Director  
**SUBJECT:** **Library Report**

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**5.1 BUDGET**

On June 9 the City Council held a public hearing on the proposed FY 2015-16 budget. Actions to date were reviewed:

Feb. 10:	FY 14-15 Midyear Budget Status Report and FY 15-16 Preliminary General Operating Fund Forecast
Feb. 24 & Apr. 14:	FY 15-16 and 16-17 Goal Setting
Mar. 24:	5-Year Capital Improvement Program
Apr. 28:	FY 15-16 Narrative Budget Report
May 19:	5-Year Capital Improvement Program

Other items discussed included estimated FY 14-15 carryover uses, proposed revenues for FY 2015-16, proposed expenditures for FY 15-16, changes from the narrative budget, utility rates, fees, and Council major goals. You can view the reports for the June 9 meeting here:

<http://www.mountainview.gov/civicax/filebank/blobdload.aspx?BlobID=16505>

There were no changes to the list of Library items which were reported to you previously. The final FY 15-16 budget will be approved June 16.

## **5.2 REMODEL UPDATE**

Public Works staff is currently revising cost estimates based on more detailed plans, including additional items such as signage, requirements for ADA upgrades, and movers. Once a more exact cost is known, funding will be explored with LinkedIn, and a project schedule estimated. Construction could potentially start in FY 16-17.

## **5.3 WORKPLAN FOR FISCAL YEAR 2015-16**

Attached is the FY 15-16 workplan which was discussed at the last Library Board meeting. Advisory body workplans will be reviewed by the City Council in September.

## **6.1 EXPIRED CARDS**

Library cards expire every 3 years so current contact information is available for each customer. Until last year, no notification was sent to customers about expired accounts so email alerts were implemented and are now sent out 30 days prior to the expiration date.

Cards need to be renewed by bringing photo ID with proof of current address to the Customer Service desk. Cards can be renewed for an additional 30-60 days via phone or email if customers need more time to get to the library.

The library database has limited functionality regarding expiration date and expired cards. In the classic version of the catalog customers can see their expiration date when viewing their record but this feature is not yet available in Encore. It is expected that this feature will eventually be added to Encore as the vendor improves the product, but there is not a timeline for this.

Library staff do not currently see a notification in a customer's account that their card is about to expire. However, that functionality will be part of Sierra 2.0, which will be implemented this summer.

The self-check machines do not currently include any account information. This was a careful decision based on customers' concerns about privacy and people in line seeing others' account information.

## **SAN JOSE LIBRARY HOURS**

All 22 San José Public Library branches will be open six days per week beginning Saturday, July 11. The San José City Council approved the six-day schedule in April. Since then, the Library has been recruiting staff and making arrangements to expand service from the current reduced schedule of only four days per week. This is great news for all Bay Area library users! The official press release is here:

<http://www.sjpl.org/blog/san-jos%C3%A9-public-library-expand-all-branches-six-day-schedule-starting-july-11>

## **DISCOVER & GO MUSEUM PASSES**

Generously funded by the Friends of the Library, this new service allows Mountain View Library card holders to get free or discounted tickets to a variety of bay area museums. Try it out here:

[http://mountainview.gov/depts/library/about/museum\\_passes.asp](http://mountainview.gov/depts/library/about/museum_passes.asp)

## **SUMMER READING**

We are looking forward to another summer of reading and many activities for children, teens, and adults. Sign up for adult summer reading here:

<https://ca.evanced.info/mountainview/sr/homepage.asp?ProgramID=39>

The goal is for participants to read three books, or attend three programs, or do three activities or any three of those in any combination.

The activities are:

- Read your water meter to check for leaks (special prize)
- Donate travel size tooth brush, tooth paste, shampoo and soap to CSA - A barrel will be in the lobby.
- Visit a museum with the new Discover & Go service

## **JULY SCHEDULE**

The Library will be closed on Friday, July 3, for the 4<sup>th</sup> of July holiday. I will also be out of town July 15-30 so I would propose that we either have no Library Board meeting in July or I could arrange for a substitute to attend in my place.