



MINUTES

SUNNYVALE BOARD OF LIBRARY TRUSTEES MARCH 3, 2008

The Board of Library Trustees met in regular session in Council Chambers, 650 West Olive Avenue at 7:04 p.m. with Jim Griffith presiding.

ROLL CALL

PRESENT: Chair Jim Griffith
Vice Chair John Lilly
Boardmember Ray Zhan Su
Boardmember Narendra Pathak

ABSENT: Boardmember Kathy Meagher (excused)

STAFF PRESENT: Deborah L. Barrow, Director of Libraries
Sandra Barajas, Recording Secretary

SCHEDULED PRESENTATION: None.

PUBLIC ANNOUNCEMENTS: None.

CONSENT CALENDAR:

- 1.A) Approval of Draft Minutes of 2/4/08
- 1.B) Approval of Agenda

<p>Vice Chair Lilly moved, and Boardmember Su seconded, approval of Items 1.A and 1.B as presented. Motion carried unanimously.</p>
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CITIZENS TO BE HEARD: None.

PUBLIC HEARINGS/GENERAL BUSINESS:

2. Library legislative Day – April 16, 2008:
Director Barrow informed the Board that this year's Library Legislative Day is scheduled to be held on Wednesday, April 16 at the Sacramento Convention Center. The California Library Association (CLA) sponsors the annual Library Legislative Day which brings library issues to the attention of State representatives and the Governor. On that day, public, school, academic and special librarians, along with Commissioners, Trustees, Friends and other library supporters, will deliver the library message to their representatives. Boardmembers interested in attending should notify Library Administration.

Chair Griffith opened the public hearing, and there being no public testimonies, closed the public hearing.

3. Review of City's Code of Ethics and Code of Conduct:

Director Barrow provided an overview of RTC: *Annual Review of City's Code of Ethics and Code of Conduct*. She discussed aspects of the document, which provides alternatives such as combining the Code of Ethics and Code of Conduct into one document.

Chair Griffith opened the public hearing and there being no public testimonies, closed the public hearing.

Boardmember Pathak moved, and Chair Griffith seconded, to recommend to Council alternative no. 4 which combines the Code of Ethics and Code of Conduct into one document and eliminates duplicated material in future years.

Boardmember Pathak stated that the document supports good practices for Boardmembers and Commissioners

Chair Griffith stated he supports the motion because the revisions apply the same standards to Boardmembers/Commissioners and Council; and it is good City practice.

Motion passes 3-0 with Vice Chair Lilly abstaining.

4. Revenue, Fines & Fees Preliminary Review:

Director Barrow provided an overview of preliminary fines and fees for the Library and fines and fees of neighboring libraries. Discussion ensued regarding the proposed InterLibrary Loan fee, the not to exceed fee per item of \$10 and the 10 year revenue forecast.

Chair Griffith opened the public hearing and there being no public testimonies, closed the public hearing.

Vice Chair Lilly moved and Boardmember Su seconded, to support staff recommendation of the preliminary fines and fees; the Board stipulated their desire to eliminate the .50 cent hold fee. Motion carried unanimously.

5. Branch Library Study and Budget Issues - Considerations:

Director Barrow provided an overview on the progress of the branch library study issue. Staff will be hosting a Community Forum on Thursday, May 29 at 6:30 p.m. in the Library Program Room. Staff has begun to coordinate attending neighborhood association meetings and Parent Teacher Association meetings over the next few months to inform the community about the meeting and to gather feedback on potential branch library service.

Director Barrow also provided an overview of the draft Budget Supplement Form related to the elimination of the hold fee and a status update on the RFID/Materials Handling System Budget Issue.

Chair Griffith opened the public hearing and there being no public testimonies, closed the public hearing.

NON-AGENDA ITEMS AND COMMENTS

- **BOARDMEMBERS OR COMMISSIONERS ORAL COMMENTS**

Chair Griffith informed the Board that the Friends of the Sunnyvale Public Library have selected Danielle Maddox for the position of President and Alex McKale for the position of Treasurer. He also informed staff that the Friends expressed an interest in occupying space at the SOC Building.

- **STAFF ORAL COMMENTS**

Director Barrow noted the following:

- Boardmember/Commissioner orientation is scheduled for 6 p.m. on Monday, March 17 in the West Conference Room, City Hall.
- Recruitment is underway for openings on various boards and commissions. The Board of Library Trustees will be filling two vacancies this year. Applications are due to the City Clerk's no later than 5 p.m. on Friday, April 11.
- Director Barrow participated on a Peer Review panel for the San Francisco Branch Libraries.
- The Friends of the Library earned \$2,100 at the Book Sale held on Saturday, February 9.
- Photos from the Lapsit for Babies, Jim Gill, and Silicon Valley Read programs are available now on the Library's Flickr site.
- An audio recoding of Silicon Valley Reads author Bo Caldwell is available now on the Library podcast site. The program was well-received with approximately 100 in attendance.
- During Period 8, the Library experienced its highest circulation of library materials, highest interlibrary loan requests, and highest number of reference transactions. The Library has been experiencing more than 5,000 visitors each weekend.
- National Library Week will be held from Sunday, April 13 to Saturday, April 19. Boardmembers will be invited to be at a special kick-off event on Sunday, April 13 and Council members will be reading stories to kids.
- A professional video team will be recording author Chitra Divakaruni's visit to the Library on Wednesday, March 5 at 7 p.m.
- Senator Simitian has introduced legislation which would provide \$4 billion in funding for library construction/renovation. It will be taken up for various approvals by legislative committees, and if approved, would be placed on the State 2010 ballot. Council has identified this as a priority watch issue.
- The next Board meeting is scheduled for 7 p.m. on Monday, April 7 in Council Chambers.
- Program flyers and announcements were distributed.

INFORMATION ONLY ITEMS: None.

ADJOURNMENT: 8:07 p.m.

Respectfully submitted,

Deborah L. Barrow
Director of Libraries