



## MINUTES

### SUNNYVALE BOARD OF LIBRARY TRUSTEES DECEMBER 7, 2009

The Board of Library Trustees met in regular session in Library Program Room A, 665 West Olive Avenue at 7:02 p.m. with Jim Griffith presiding.

#### **ROLL CALL**

**PRESENT:** Chair Jim Griffith  
Vice Chair Ray Su  
Boardmember Narendra Pathak  
Boardmember Judi Miller (arrived at 7:10 p.m.)  
Boardmember Tom Flaherty

**STAFF PRESENT:** Lisa G. Rosenblum, Library Director  
Trudi Ryan, Planning Officer  
Kathleen Franco Simmons, City Clerk

**SCHEDULED PRESENTATION:** None.

**PUBLIC ANNOUNCEMENTS:** Boardmember Pathak announced he attended the 129<sup>th</sup> Rescue Wing event at Moffett Field.

#### **CONSENT CALENDAR:**

1.A) Approval of Draft Minutes of 11/02/09

**Boardmember Flaherty moved, and Boardmember Pathak seconded, approval of the consent calendar as presented. Motion carried 3-0 with Vice Chair Su abstaining due to his absence of the November 2 meeting.**

**CITIZENS TO BE HEARD:** None.

#### **PUBLIC HEARINGS/GENERAL BUSINESS:**

2. General Plan Consolidation:

Planning Officer Trudi Ryan provided the Board with an overview of the General Plan Consolidation project. She requested a Boardmember be appointed to serve on the General Plan Consolidation Advisory Committee. Staff answered Boardmembers questions regarding the duties of the General Plan Consolidation Advisory Committee, meeting logistics, duration of project/term and purpose of consolidation.

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

Chair Griffith opened nominations for a representative to serve on the committee. Boardmember Flaherty volunteered to serve on the committee. No further nominations were presented.

**Chair Griffith appointed Boardmember Flaherty to serve as the representative on the General Plan Consolidation Advisory Committee.**

Chair Griffith opened nominations for an alternate to serve on the committee. Boardmember Pathak volunteered to serve as alternate. No further nominations were presented.

**Chair Griffith appointed Boardmember Pathak to serve as the alternate on the General Plan Consolidation Advisory Committee.**

3. Draft RTC: Bylaws for all Boards and Commissions (Revisions to Council Policy 7.2.19 Sections 1 and 2.A. – 1.) and Adoption of Resolution Repealing Any Existing Bylaws and Resolution:

Chair Griffith recused himself from this discussion topic. City Clerk Kathleen Franco Simmons provided the Board with an overview of the draft RTC. Staff answered Boardmembers questions regarding the reduction of members to the Housing and Human Services Commission and the Board of Building Code Appeals. It was clarified that approval of the RTC will not affect the City Charter.

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

**Boardmember Pathak moved, and Boardmember Miller seconded, to recommend to Council alternative nos. 1, 3 and 4 which approves revisions to Council Policy 7.2.19 as included in Attachment A to the report to incorporate bylaws for all boards and commissions, and adopt Resolution XXX-09; reduces the number of members of the Board of Building Code Appeals to three and reduces the number of members of the Housing and Human Services Commission to five. Motion carried 4-0 with Chair Griffith recusing.**

4. Discussion of Workplan Calendar 2010:

Director Rosenblum provided the Board with an overview of the draft 2010 workplan calendar. Discussion ensued regarding review of feedback cards and Study Issues. Workplan addition/revisions included:

- Election of Officers - January
- Library of the Future Update – February
- Day in the District – March
- Summary of Feedback Cards – September
- Customer Appreciation Day - December

**Boardmember Miller moved, and Vice Chair Su seconded, that a summary of feedback cards be presented once a year in October.**

**Chair Griffith offered a friendly amendment that the summary be presented in September. Boardmember Miller accepted the friendly amendment. Motion carried unanimously.**

5. Library Fee Review:

Director Rosenblum provided the Board with an overview of the FY 09/10 fines and fee schedule. Discussion ensued regarding an overdue fee specifically for children materials. For example, Santa Clara County does not charge for overdue childrens books. Staff recommends that the fines and fee schedule remain as is.

6. Code of Ethics Review:

Director Rosenblum provided the Board with an overview of the Code of Ethics. No comments were provided.

7. SVLS – SAB Report:

Chair Griffith provided the Board with an overview of the System Advisory Board (SAB) meeting. He noted that the Silicon Valley Library System, Peninsula Library System and Bay Area Library Information System will be consolidating to form the Peninsula Library Partnership (PLP). The new merger will eliminate the need for a representative from each library to serve on the SAB. Chair Griffith's term as the Sunnyvale SAB Representative will end in August 2010. He also noted that the Library Issues Breakfast has been canceled.

**NON-AGENDA ITEMS AND COMMENTS**

• **BOARDMEMBERS ORAL COMMENTS**

Boardmember Pathak shared with staff positive comments he received regarding customer service and programs provided by the Children's department.

The Board expressed their appreciation to Jim Griffith for all his work while serving on the Board. They also congratulated him on his election to serve on Council.

Chair Griffith thanked the Board.

• **STAFF ORAL COMMENTS**

Library Director Rosenblum noted the following:

- Council appointed Jill Shanmugasundaram to the Board of Library Trustees. Ms. Shanmugasundaram's term is effective December 8, 2009 through June 30, 2012.
- Library statistics indicate that circulation and visitors to the library has increased by 3% as compared with last year at this time.
- RFID Tagging of the Library collection is nearing conclusion. Since September 23, staff and volunteers have tagged approximately 210,000 items.
- The Library will be closed Sunday, March 7 through Sunday, March 21. During this closure, the automated materials handling system and a new desk will be installed. The circulation workroom was reconfigured during the November 9 – November 10 closure.
- New slatwall and gondolas have been installed in the children's room and new book area.
- The Friends online book sales have generated approximately \$8,000.
- The first meeting of a new Teen Advisory Board meeting was held during November. The Advisory Board will assist staff with planning programs and selecting books for the collection.
- The next Board meeting will be held on Monday, January 4, 2010 at 7 p.m. in the Library Program Room.

**INFORMATION ONLY ITEMS:** None.

**ADJOURNMENT:** 8:51 p.m.

Respectfully submitted,

Lisa G. Rosenblum

Director of Libraries