



MINUTES

SUNNYVALE BOARD OF LIBRARY TRUSTEES SEPTEMBER 14, 2009

The Board of Library Trustees met in regular session in Library Program Room A, 665 West Olive Avenue at 7:00 p.m. with Jim Griffith presiding.

ROLL CALL

PRESENT: Chair Jim Griffith
Vice Chair Ray Zhan Su
Boardmember Narendra Pathak
Boardmember Judi Miller
Boardmember Tom Flaherty

STAFF PRESENT: Lisa G. Rosenblum, Library Director
Christine Mendoza, Supervising Librarian

SCHEDULED PRESENTATION: None.

PUBLIC ANNOUNCEMENTS: None.

CONSENT CALENDAR:

1.A) Approval of Draft Minutes of 8/3/09

Boardmember Pathak moved, and Vice Chair Su seconded, approval of the consent calendar as presented. Motion carried 3-0 with Boardmember Miller and Flaherty abstaining due to their absence of the Monday, August 3 meeting.

CITIZENS TO BE HEARD: None.

PUBLIC HEARINGS/GENERAL BUSINESS:

2. Introduction of New Boardmember:

Chair Griffith welcomed newly appointed Boardmember Flaherty to the Board of Library Trustees. Boardmember Flaherty provided a brief overview of his background. Boardmembers welcomed Boardmember Flaherty back to the Board.

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

3. Library Policy CD-3: Donations of Books and Other Library Materials:

Supervising Librarian Mendoza provided the Board with an overview of the revised policy. Discussion ensued regarding the donation process; how donations are made and what happens to them after they are given to the Friends.

Chair Griffith opened the public hearing.

Vice President of the Friends of the Sunnyvale Public Library Lisa Bennett inquired if the revision of the policy was due to any particular issue.

Director Rosenblum stated that the revisions were for clarification purposes.

Chair Griffith closed the public hearing.

Boardmember Pathak moved, and Boardmember Miller seconded, approval of Library Policy CD-3: Donations of Books and Other Library Materials as presented. Motion carried unanimously.

4. Library Policy CD-1: Collection Development Policy:

Supervising Librarian Mendoza provided the Board with an overview of the revised policy. Unfortunately, the policy was not provided to the Board in its entirety so the public hearing item will be moved to the October 5 Board meeting.

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

5. Deselection of Library Materials:

Supervising Librarian Mendoza provided the Board with an overview of the weeding/deselection process for library materials. She shared reasons why it is important to weed and outlined the criteria used when the librarians weed. She pointed out that while a certain amount of weeding takes place every year, this year a large amount was done in a short time to prepare for the RFID tagging project. Discussion ensued regarding what the process Friends followed after receiving these library discards.

Chair Griffith opened the public hearing.

Vice President of the Friends of the Sunnyvale Public Library Lisa Bennett inquired whether the weeding has helped with the crowding condition on the shelves.

Library staff indicated that the weeding has helped with the crowding of library materials.

Chair Griffith closed the public hearing.

6. Review Feedback Cards:

Director Rosenblum provided an overview of feedback cards from January to June 2009. Discussion ensued regarding comments about customer service, technology issues and Library policies/procedures. The Board inquired suggested that self-check feedback be moved from the Facility Experience category to the Customer Service category. Director Rosenblum answered Boardmembers questions regarding the new customer service model.

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

NON-AGENDA ITEMS AND COMMENTS

- STAFF ORAL COMMENTS

Library Director Rosenblum noted the following:

- Director Rosenblum will be presenting at the League of California Cities on Thursday, September 17 in San Jose. Her presentation will concern the importance of CA libraries during these rough economic times.
- The Library will be closed to the public on Monday, November 9 through Wednesday, November 11. The closure is necessary to complete changes in the Circulation workroom.
- The AMH, Material Return Drops and self-checks will be installed in February 2010. This will also require a closure to the public. Exact dates are to be determined.
- Library staff will begin tagging the Library collection the week of September 21. Volunteers will begin assisting in early October. Boardmember interested in volunteering should contact Library Administration.
- A non-routine this year will be to establish a technology center by consolidating most PCs at the Library around where the current Adult Information Desk is located. At the same time, the Library's network infrastructure will be upgraded to better manage the bandwidth allotment for each computer user. This work will be integrated into the February closure.
- At the Friends of the Library Board meeting on September 8, 2009, the thank you letter from the Board of Library Trustees was read. The Friends thanked the Board for recognizing the work of the Friends.
- The last book sale to be held at Raynor Center is scheduled for Saturday, October 24. After that time, the Friends will transition to the Library basement and all future book sales will be held at the Library.
- Statistics on the Summer Reading Programs were shared.
- Program flyers and announcements were distributed.

INFORMATION ONLY ITEMS: None.

ADJOURNMENT: 8:32 p.m.

Respectfully submitted,

Lisa G. Rosenblum
Library Director