Minutes of the Regular Meeting
of the Board of Library Trustees
March 4, 2013

TRUSTEES PRESENT: Betsy Megas, Kathleen Watanabe, Ashish Mangla, Barbara Vance, Peter Yoon

EXCUSED ABSENCE: None

STAFF PRESENT: Julie Passalacqua, City Librarian
Hillary Brookshire, Senior Library Assistant-Administration
Mary Boyle, Librarian II, Adult Services

MEMBERS OF THE PUBLIC: None

MATTERS FOR COUNCIL ACTION:
None

I. CALL TO ORDER
Chair Mangla called the meeting to order at 6:33 p.m.

II. MINUTES OF THE FEBRUARY 4, 2013 MEETING
Chair Mangla asked the Board for comments or corrections to the minutes of the February 4, 2013 Board of Library Trustees meeting. Two typographical errors were noted. There being no further discussion, Trustee Vance made a motion to accept the minutes as corrected, seconded by Trustee Yoon. The motion passed unanimously.

III. CORRESPONDENCE

IV. GIFTS
Trustee Watanabe reported on gifts received by the Library Foundation in the absence of Maria Daane, Executive Director of the Library Foundation and Friends. Keypoint Credit Union presented a grant of $10,000 to the Library for the Summer Reading Program; Kaiser granted $15,000 to the Health & Wellness Collection.

V. PUBLIC PRESENTATIONS

A. Library Foundation

Trustee Watanabe reported for Maria Daane that the Foundation and Friends Chocolate Party will be held Wednesday, March 27, 2013 from 5:30 to 8:00p.m. The Foundation will be granting up to $25,000 in funds to Library programs.

B. Find a Job in February

Mary Boyle, Librarian II in Adult Services, presented an overview of the Find a Job in February program, including classes such as "LinkedIn: Networking Your Way to a New Job", "Resumes That Work", "Craigslist for Jobseekers", and "Expert Resume Review and Interview Tips". Professional Career Coach Anne Davenport met with 30 people to help them create better resumes. A total of 300 people attended the 20 workshops for job seekers in February.

VI. OLD BUSINESS

A. Library Strategic Planning

The City Librarian gave a progress report of the Library's strategic planning. The online patron survey has received 366 responses so far. Most walkabouts for local libraries and the Central and Mission Libraries are completed and data is being analyzed. A S.W.O.T. meeting for Library staff to discuss strategic planning for the Library will be held Wednesday, March 13, 2013.

B. Northside Branch Library

The City Librarian reported that the City's strategic plan includes the opening of the Northside Branch Library. A TechLogic, automated materials handling system, has been ordered, the Opening Day Collection is being contracted for, and construction is progressing on schedule.

C. FY 2013-14 Budget

The Library's CIP Budget includes requests for upgrade to TechLogic equipment, and new carpeting. The City Librarian is working with the Finance Department to finalize the Library's Operating Budget.

VII. NEW BUSINESS

VIII. CITY LIBRARIAN'S REPORT

A. Library Monthly Report – January 2013

The City Librarian reviewed the January 3013 Monthly Report with Board members.

B. Activities

1. The new digital magazine application, Zinio, is now available to patrons. 114 magazines titles are available at the site.

2. Silicon Valley Reads
   Santa Clara County libraries are at the midway point of activities for the Silicon Valley Reads program, *The Invisible Wounds of War.*

3. National Library Week

Author Dee McCrorey will discuss her book, *Retool, Reinvent, & Reinvigorate Your Career in 2013*!, at the Santa Clara City Library on Sunday, April 14, 2013 at 2:00 p.m. in the Redwood Room. Ron Hansen will discuss his book, *She Loves Me Not*, on Monday, April 15, 2013 at 7:00 p.m. in the Redwood Room.

4. Smart Money Week
The Library will host 10 programs related to personal money management, including "Elder Fraud & Scams" on April 21 at 3:00p.m. in the Cedar Room, and "Financial Literacy for Kids (Grades K-2) on April 22 at 4:00p.m. in the Redwood Room. The finale will be a free event, "Silicon Valley Shred Day with ARMA", on April 27, from 9a.m. to 12 Noon in St. Justin's parking lot – Limit 3 boxes of 4 cubic feet per person.

5. Kaiser Permanente will be offering a walking app in association with a Library program, distributing pedometers to participants. Other Kaiser-supported summer programs include "Healthy Trails", "Fire Up Your Feet", and "Rethink Your Drink". A *Potter the Otter* program is scheduled for kids, and the film "Weight of the Nation" will be shown.

6. A Mark Twain program is also scheduled.

7. Santa Clara City Council, the Mayor and the City management team attended a strategic planning retreat and prepared a list of 2-year goals that will be shared with City staff and the public. The City Manager will provide monthly updates to the goals.

C. Personnel
The City Librarian reported that Mary Jo Bosteels, Program Coordinator-Technical Services, has announced her retirement, as has Cindy Sheehan, Senior Library Assistant-Collections. Both will be retiring on May 31, 2013.

IX. MATTERS OF TRUSTEE INTEREST

A. CPLA Spring Workshop – Saturday, March 16, 2013
Trustees Vance, Watanabe, Mangla, and Megas will be attending the workshop.

B. The City Librarian will be in Sacramento on March 6-7, 2013 for the Public Library Directors' meeting to learn more about State funding of Library grants and possible affects of the sequester.

X. REPORTS OF TRUSTEE CONFERENCE AND TRAVEL
None.

XI. CALENDAR
A. Friday, March 29, 2013, Spring Holiday – City Holiday – Library Closed
B. Sunday, March 31, 2013, Easter Sunday – City Holiday – Library Closed
C. No Board of Library Trustees Meeting in April 2013
D. Monday, May 6, 2013, Board of Library Trustees Meeting, 6:30 p.m., Library Board Room

XII. ADJOURNMENT
There being no further business, Trustee Watanabe made a motion to adjourn the meeting at 7:30 p.m. to Monday, May 6, 2013 at 6:30 p.m., with a second from Trustee Vance. The motion passed with a unanimous vote.

Respectfully submitted,

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Kathleen Watanabe
Secretary to the Library Board of Trustees