



**Meeting Minutes**  
**December 4, 2017, 6:30 p.m.**

**Trustees in Attendance**

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Jan Hintermeister  
Stephen Ricossa  
Lee Broughman  
David Kyo

**Trustees with Excused Absence**

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Ashish Mangla

**Staff In Attendance**

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Hilary Keith, City Librarian  
Paul Sims, Assistant City Librarian  
Mary Boyle, Local History and Genealogy Librarian

**Public in Attendance**

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Tracy Wingrove, Library Foundation and Friends

**Matters for Council Action: None**

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1. Chair Ricossa called the meeting to order at 6:31 p.m.
2. There were no Public Presentations.
3. Staff Presentation
  - A. Local History & Genealogy Librarian, Mary Boyle presented on activities, services and events related to local history and genealogical research as well as the origins of the program.
4. Approval of Minutes:
  - A. Trustee Hintermeister made a motion to approve the minutes from the November 6, 2017 meeting. The motion was seconded by Chair Ricossa. The motion was approved unanimously.

5. Correspondence & Announcements: None
6. Gifts
  - None
  - Foundation & Friends received \$5000 at booksale at Mission Renovation Book Sale
  - Librarypalooza is February 3<sup>rd</sup> and the Board of Library Trustees is invited
7. City Librarian's Report
  - A. Monthly Report: Assistant City Librarian reviewed fiscal year-to-date performance measure data.
  - B. Personnel Updates: New Tech Aides and Pages were hired
  - C. Events at the Library: Assistant City Librarian shared a PowerPoint slide set highlighting November programs. Library programming will continue to reflect our community through outreach in different languages and highlighting cultural diversity.
8. Unfinished Business
  - A. Bookmobile update:
    - Delivery date is set for December 8th.
    - A preview of the vehicle will be at an upcoming Council Meeting with a Special Order of Business. Date TBD.
  - B. Mission Library renovation:
    - City Librarian thanked those that came to the Mission Renovation Celebration on December 2<sup>nd</sup>.
    - Pre-construction meeting happened and demolition is slated to begin.
  - C. Board of Trustees work plan
    - Review and update library policies on a monthly basis starting with Meeting Room Policy.
9. New Business
  - A. The Library is updating the process for booking public study rooms using Liquid Space.
10. Matters of Trustee Interest
  - A. Trustee Hintermeister discussed looking at defining a strategy for the Board of Library Trustees incorporating General Plan updates similar to parks goals and policies, or addressing lack of benchmarks for library service, and reviewing opportunities for broader library service to the community.

11. Upcoming Events

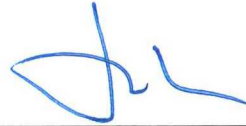
A. Library closure dates:

- Christmas & New Year's Day Library Holidays

12. Motion by Trustee Broughman to adjourn the meeting. Motion was seconded by Trustee Hintermeister. Motion to adjourn passed unanimously.

13. Meeting adjourned at 8:11 p.m. The next regular scheduled meeting is on January 8, 2018, 6:00 p.m. at the Central Park Library, Board Room.

Respectfully submitted,



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Jan Hintermeister  
Secretary, Board of Library Trustees