



# City of Sunnyvale

## Meeting Minutes - Draft Board of Library Trustees

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Monday, February 3, 2014

7:00 PM

Sunnyvale Public Library, 665 W. Olive  
Ave., Sunnyvale, CA 94086

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### CALL TO ORDER

### ROLL CALL

- Present:** 4 - Vice Chair Anne Davis-East  
Board Member Narendra Pathak  
Chair Jill Shanmugasundaram  
Board Member Su "Ray" Zhan
- Absent:** 1 - Board Member Daniel Bremond

Boardmember Pathak moved, and Vice Chair Davis-East seconded to excuse Boardmember Bremond's absence from the February meeting. Motion carried unanimously.

### PUBLIC ANNOUNCEMENTS

### CONSENT CALENDAR

- 1      **14-0166**      Approval of Draft Minutes of 12/2/13

Vice Chair Davis-East moved, and Boardmember Pathak seconded, approval of the consent calendar as presented. Motion carried unanimously.

### PUBLIC COMMENTS

No Comments.

### PUBLIC HEARINGS/GENERAL BUSINESS

- 2      **14-0162**      Zinio Demo

Administrative Librarian Sloan provided the board with a demo of Zinio. Zinio provides library cardholders the ability to checkout and download 50 digital versions of print magazines. The Zinio app is available for iPad, iPhone, Kindle Fire, Android, Blackberry Playbook and Nook HD.

**3 14-0163 Library Budget Process Overview**

Administrative Librarian Sloan provided the Board with an overview of the City's budget process. Presentation included an overview of the 20 year financial plan, operating/project budget, components of a performance based budget, Library Program expenditure/revenues and Budget Issues. Boardmembers thanked staff for the presentation.

**4 14-0164 Review of Library Fee Schedule**

Director Rosenblum provided the Board with an overview of the proposed Library Fine and Fee Schedule. Staff is proposing the elimination of fees for "torn, damaged or missing pages" and "replacement cost for lost or damaged book cover, media case or pamphlet folder". Neighboring libraries have removed these fines and Sunnyvale staff determined that these fees are seldom used.

**5 14-0118 Finalize Workplan Calendar for 2014**

Director Rosenblum supplied the Board with the workplan calendar for 2014.

Vice Chair Davis-East moved, and Boardmember Pathak seconded, approval of the 2014 Workplan calendar as presented. Motion carried unanimously.

**Yes:** 4 - Vice Chair Davis-East  
Board Member Pathak  
Chair Shanmugasundaram  
Board Member Zhan

**No:** 0

**Absent:** 1 - Board Member Bremond

**6 14-0165 Update on Branch Library**

Director Rosenblum reported that Council approved the sale of Raynor Facility to Stratford School, however, the sale won't be final until Stratford has secured a use permit. The permitting phase is expected to take between four and six months. On January 7, 2014, litigation was filed against the City challenging Council's approval of the Purchase and Sale Agreement. This litigation will likely delay the timing of the schedule set forth above, and depending on its outcome, could result in the funds not being available.

**NON-AGENDA ITEMS & COMMENTS**

**BOARD MEMBER COMMENTS**

Vice Chair Davis-East provided the Board with an overview of the Governor's budget. She also provided an overview of Bills AB 583 and SB 331. Upcoming webinars, conferences and workshops were shared.

Boardmember Pathak mentioned he attended India's 65th Republic Day Celebration at BAYVP in Milpitas.

**STAFF COMMENTS**

Director Rosenblum noted the following:

Annual Day in the District will be held on Friday, February 28 with Assemblymember Gordon at 10 a.m. and Senator Hill at 11:30 a.m. This is a time that library supporters meet with state representatives to discuss current library issues. Trustee members interested in attending should contact Library Administration by Monday, February 10.

Sunnyvale Library has recently launched a mobile app to provide one-click access to library information from any Internet-capable phone. The app includes catalog searching, account access, contact information, library event calendars, eBooks, databases, social media, and a feature called BookLook which allows you to use your phone's camera to scan a barcode and check if the Library has that particular book in its collection. To download the app, use your device's mobile browser and visit [Sunnyvale.boopsie.com](http://Sunnyvale.boopsie.com).

The annual California Public Library Advocates Workshop is scheduled for Saturday, March 22 at the Castro Valley Public Library. Boardmembers interested in attending the workshop should contact Library Administration by Friday, February 14.

Two years ago, close to 4,000 patrons visited the Library the day after New Years, causing overcrowding of the facility, long lines and overwhelming the returns equipment. Since that time, Library staff has extended the due dates around the holidays. This practice has improved the customer experience by eliminating frustration over long lines at the return machines and customer service desk. This year, 1,827 customers visited the Library on December 26 and 2,484 on January 2.

The Library has been awarded \$11,000 from Pacific Library Partnership Innovative and Technology grant funds to provide a coding camp for students at Columbia Middle School. The project, called Code In!, is designed to introduce tweens to basic computer programming and promote STEM

(science, technology, engineering, math) learning.

The annual Intuit Tax Program is scheduled for Wednesday, March 12 from 2 to 7 p.m. at the Library. The goal for volunteers this year is to assist approximately 80 qualifying individuals in filing their income tax returns.

**INFORMATION ONLY ITEMS**

**ADJOURNMENT**

The meeting adjourned at 8:04 p.m.