City of Sunnyvale

Meeting Minutes - Final
Board of Library Trustees

Monday, March 6, 2017 | **7:00 PM** | **Library Program Room, Sunnyvale Public Library, 665 W. Olive Ave., Sunnyvale, CA 94086**

CALL TO ORDER

The meeting was called to order at 7:00 p.m.

ROLL CALL

Present: 4 - Chair Carey Wingyin Lai
Vice Chair Daniel Bremond
Board Member Tina Hwang
Board Member Mark Isaak

Absent: 1 - Board Member Erika Torres

Board Member Torres (excused absence)
Council Liaison Goldman (absent)
Board Member Hwang arrived at 7:10 p.m.

ORAL COMMUNICATIONS

None.

CONSENT CALENDAR

1 17-0034 Approval of Draft Minutes of February 6, 2017

Vice Chair Bremond moved, and Board Member Isaak seconded, approval of the consent calendar as presented. The motion carried by the following vote:

Yes: 3 - Chair Lai
Vice Chair Bremond
Board Member Isaak

No: 0

Absent: 2 - Board Member Hwang
Board Member Torres

PUBLIC HEARINGS/GENERAL BUSINESS

2 17-0146 Update on Self Check Machines

Supervising Librarian Liz Hickok provided the Board with an overview of the Library's new self check machines. The new machines were installed on Monday, February 27; five machines near the customer service desk and one near the children's entrance. To date, approximately 800-1000 items have been checked out per day by each machine. Features include: apple pay; google wallet; payment card industry complience; merchant bank (launch set for June); magstripe payment; ebook checkout via iCloud and marketing of City/Library events.

Board Member Hwang arrived at 7:10 p.m.

Board Members inquired if Samsung pay is supported on the new machines and if the machines offer a "survey" function. Staff will inquire with the vendor regarding Samsung pay and will report back to the Board. The machines do not offer a "survey" function, however, staff will suggest this idea to the vendor.

Chair Lai opened for public hearing, and there being no public comments, closed the public hearing.

3 17-0150 Review of Library Goals and Objectives

Director Bojorquez presented the Board with a matrix of the Library's Goals and Objectives which may be found in Council Policy 6.2.1; the Sunnyvale Municipal Code or the City's General Plan. She provided a brief overview and requested Board Members provide feedback regarding the Library's goals and objectives at the April Board meeting. She also indicated that at the April meeting she would provide an overview of the process to revise either the Municipal Code; General Plan and/or Council Policy.

Chair Lai opened for public hearing, and there being no public comments, closed the public hearing.

4 17-0153 Review of FY 2017/18 Library Fee Schedule

Director Bojorquez presented the Board with the Library's fee schedule for FY 2017/18. She indicated that staff is proposing no revisions be made to the fines or fees. Discussion ensued regarding the five and twelve dollar processing fee for lost or damaged items. Director Bojorquez mentioned that staff will be examining the possibility of implementing one standard processing fee regardless of the item instead of two separate fees.

Chair Lai opened for public hearing, and there being no public comments, closed the public hearing.

5 17-0214 Overview of Day in the District

Director Bojorquez provided the Board with an overview of the Day in the District event. The annual day allows library supporters to bring library issues to the attention of State Representatives. This year's event is scheduled for Friday, March 17. The first appointment is scheduled for 10 a.m. with Assemblymember Berman's staff at Redwood City Downtown Library. The second appointment is scheduled for 2:30 p.m. with Senator Hill at his District Office in San Mateo. Board Members interested in attending should notify Library Administration. Vice Chair Bremond and Chair Lai expressed their interest in attending.

Chair Lai opened for public hearing, and there being no public comments, closed the public hearing.

STANDING ITEM: CONSIDERATION OF POTENTIAL STUDY ISSUES

None.

NON-AGENDA ITEMS & COMMENTS

-Board Member Comments

Vice Chair Bremond provided the Board with an overview of the Repair Cafe events he attended.

Board Member Isaak mentioned that Administrative Librarian Steve Sloan will be attending an upcoming Arts Commission meeting to propose a Library art contest. Director Bojorquez stated that the winning art pieces of this contest would be converted to decals which would then be placed on library carts. She also mentioned that Administrative Librarian Sloan will be attending the Arts Commission meeting to request their input for criteria for the art contest.

-Staff Comments

Director Bojorquez informed the Board of the following:
- Adult Services Librarian Heather Johnson is relocating. Lorianna Giarrizzo has been hired to fill the full-time vacancy. Ms. Giarrizzo has worked for Sunnyvale Public Library in the past as a Casual Librarian.
- The electric bike for the Bike Mobile project has arrived. Staff is eagerly awaiting the arrival of the trailer and hopes to have bike and trailer available for display during National Library Week (NLW).
- At the March 28 Council meeting, a Special Order of the Day and Proclamation in honor of NLW will be delivered.
- In addition to regular NLW activities, this year the Library has partnered with local business to provide discounts to library card holders when they purchase goods from participating business. Proceeds will be donated to the Friends of the Sunnyvale Library.
- City staff and staff from the Sunnyvale School District are beginning to work on a feasibility study for a possible joint branch library. Community outreach meetings are tentatively scheduled for May and/or June.
- Library staff and Sunnyvale School District staff is working together to implement the White House Library Challenge. The Challenge is to have every child enrolled in Sunnyvale schools receive a virtual library card and have access to digital resources.

INFORMATION ONLY ITEMS

None.

ADJOURNMENT

The meeting was adjourned at 7:47 p.m.