

1/12/16

19A.

**Minutes of the Regular Meeting
Of the Board of Library Trustees
November 2, 2015**



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

EXCUSED ABSENCE: None

STAFF PRESENT: Hilary Keith, City Librarian
Hillary Brookshire, Senior Library Assistant-Administration
Paul Sims, Assistant City Librarian
Ellen Paul, Program Coordinator- Adult Services

MEMBERS OF THE PUBLIC: Tracy Wingrove, Executive Director, Library Foundation and Friends
Jan Hintermeister
Robert Fitch

MATTERS FOR COUNCIL ACTION:

1. Approval of updated Library policy: "Policy for Posting and Distribution of Community Information"

I. CALL TO ORDER

Chair Megas called the meeting to order at 6:33 p.m.
Members of the public were acknowledged by the Board.

II. MINUTES OF THE OCTOBER 5, 2015 MEETING

Chair Megas asked for comments or corrections to the minutes of the October 5, 2015 Board of Library Trustees meeting. Trustee Vance noted a minor correction on Page 3, Section VII. NEW BUSINESS, A. Periodicals, of the October 5, 2015 minutes. There being no further corrections, Trustee Mangla made a motion to accept the minutes as amended, seconded by Trustee Vance. The motion passed unanimously.

III. CORRESPONDENCE

None

IV. GIFTS

A. Library Foundation

Tracy Wingrove, Executive Director of the Library Foundation and Friends, stated that Fall granting events were in full swing, the first being the Mission Library 60th Anniversary Celebration. The next event will be the Love Our Library Lollapalooza on February 27, 2016, which will have a Gatsby theme.

V. PUBLIC PRESENTATIONS

A. **Library Foundation**

See IV. GIFTS, A. Library Foundation, above.

B. **Updates on Redesign of the Boulevard**

Ellen Paul, Program Coordinator, Adult Services, spoke about the changes being made on the Boulevard at Central Park Library. On the first floor, the DVD shelves will be rearranged to increase visibility. Slat walls will be added to the backs of the New Books shelving to increase shelf space and provide a better “view” when entering through the Parkside door. In the periodicals area, computer desks were lowered to increase visibility. On the second floor, the reference collection has been reviewed and weeded, and materials worth keeping have been incorporated into the ready-reference collection or the circulating collection. Reference shelving will be replaced by three new group study tables with 4 chairs each and one additional drafting table, increasing seating by 12 seats. Electrical wiring will be added to the tables on the Parkside end of the second floor. Trustee Mangla suggested that Ms. Paul schedule a “walk around” for the Board to give them a better idea of planned changes. Trustee Watanabe suggested spreading the DVD sections out, and Ms. Paul said that the DVD shelving was being rearranged. Mr. Hintermeister suggested that the DVD’s be moved away from New Books because of the congestion caused by the popularity of both. Ms. Paul assured him that problem would be alleviated. Mr. Fitch asked if he could make a suggestion: It would be useful to have a printed diagram of what was being removed and placement of new furniture. The City Librarian stated that it may be possible to put together a drawing to scale. Mr. Fitch said the Library needs a diagram to show where to find Library materials. Ms. Paul said that signage in the Library will need to be updated. Mr. Fitch suggested that improvements be made around the Circle of Peace Statue and the City Librarian replied that the Parks and Recreation Department will be upgrading the pathway connecting the Library to the rest of the park, which will be done some time in Spring. Mr. Fitch also stated that he was fond of “old reference stuff” and suggested this criteria be part of the weeding process: If you went through these reference materials in 50 years, is this material something we could use to get a snapshot in time of the particular topic? Is the material something we couldn’t find later? Is it of local interest? Is it especially unique? Mr. Fitch also asked if the Library had tried advertising for things that are missing from the collection and buying them? Trustee Megas suggested that the signage in the non-fiction area could be updated.

VI. OLD BUSINESS

A. **Mission Renovation – Progress Report**

The City Librarian stated that Noll and Tam Architects and Planners had been selected as the architect for the Mission renovation. Five architects had submitted proposals. The park will be included in the upgrade, and will benefit from brighter lighting. There will be more space for programs and new technology. The Dewey Decimal system will be replaced by the “find it” system in some sections. Subject areas will be used instead of Dewey. The timeline for completion of the upgrade is the first quarter of 2017. Trustee Vance asked if Mission would be closing and the City Librarian stated that it was unsure if the library would close, but the upgrade will take at least 6 months. Read Santa Clara will move to Central Library temporarily. Trustee Mangla suggested that more signage be established around the City

highlighting the location of Mission Library , possibly using lamppost signs, banner signs, and library banners.

B. Mission Library – 60 Years Celebration - October 2015

The Mission Library staff is planning programs for their 60 days to the 60th anniversary party. There will be a 50's theme.

C. Carpeting – Overview of Installation Schedule

The City Librarian distributed a flyer to Board members that detailed the schedule for the Library re-carpeting project. There has been concern from the public about the closing of the library. The homeless population is particularly upset, but referrals will be made for the homeless and seniors who visit the library on a regular basis. As-needed Library staff will not have hours during the re-carpeting. Mr. Robert Fitch suggested that a shuttle be set up between Central Library and the Senior Center and Mission Library during the project. Could the Senior Center provide that? A Mission express shuttle would introduce people to Mission Library who haven't been there before. Trustee Mangla suggested writing a letter to VTA requesting a bus stop at Central Library and a shuttle to Mission and Northside libraries.

D. Re-opening with New Refreshed Collection and Carpet

The Central Library will celebrate the re-opening with celebration for staff as well as the public.

VII. NEW BUSINESS

A. Updated “Policy for Posting and Distribution of Community Information” to Include Northside Library

The “Policy for Posting and Distribution of Community Information” was updated to include the Northside Library. Mr. Jan Hintermeister commented that the Central Library policy for posting community information was very good. He stated that the Northside Library may have less space, but an effort should be made to look at existing space to post more community materials. Staff could use this as an opportunity to define more space. Trustee Vance asked how the Northside staff would be educated about the revised policy? The City Librarian will discuss the revised policy with Northside staff. Trustee Mangla made a motion to accept the “Policy for Posting and Distribution of Community Information” to include Northside Library as revised, with a second from Trustee Yoon. The motion passed with a unanimous vote.

B. Updating the Northside Tech Lab and New Door for Teen Room

Northside staff had received complaints of noise from the Teen Room at Northside Library. Adding a door to the room was the solution – the door blends in and is see-through, and Teens can still continue to enjoy the room. A review of the use of the Tech Lab has determined the room is empty 95% of the time. The room will be repurposed for quiet study, gaming, or as a classroom setting. New pieces of furniture have been ordered for the room that will be paid for by funds from Pacific Library Partnership, and the Library Foundation and Friends will match that amount. The new furniture will be ‘flexible’ pieces that can be moved around to support different programs. New window shades will be installed on the patio-facing windows with CIP funds

VIII. CITY LIBRARIAN'S REPORT

A. Library Monthly Report – September 2015

The City Librarian reviewed the report with Board Members.

B. Activities

The City Librarian stated that Paul Sims was working on an author series for Central Library. The History of the 49ers program will be presented on November 3, 2015. To put patrons' minds at ease, a bedbug sniffing dog has been hired to go through the Central Library.

C. Personnel

There will be a new children's librarian at Central Library. A recruitment is in progress.

D. Conference attendance by staff and Board/CLA in Pasadena

The City Librarian discussed attendance at CLA. The conference will be in Sacramento next year and may be more accessible. Board members should let the City Librarian know if they would like to attend.

IX. MATTERS OF TRUSTEE INTEREST

None

X. REPORTS OF TRUSTEE CONFERENCE AND TRAVEL

None

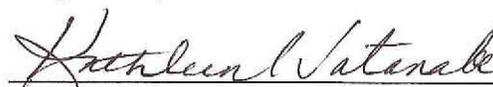
XI. CALENDAR

- A. Wednesday, 11/11/15, Veterans Day - City Holiday - Library Closed
- B. Thursday, 11/26/15, Thanksgiving Day Holiday – City Holiday – Library Closed
- C. Friday, 11/17/15, Thanksgiving Day Holiday – City Holiday – Library Closed

XII. ADJOURNMENT

There being no further business, Trustee Vance made a motion to adjourn the meeting at 8:12 p.m. to Monday, December 7, 2015 in the Central Library Board Room, with a second from Trustee Watanabe. The motion passed with a unanimous vote.

Respectfully submitted,



Kathleen Watanabe

Secretary to the Board of Library Trustees

Santa Clara City Library

**POLICY FOR POSTING AND DISTRIBUTION
OF COMMUNITY INFORMATION**

The Santa Clara City Library offers limited space for posting or distributing information of community interest. This policy:

- sets the guidelines used in making decisions regarding requests to use these spaces;
- establishes standards that ensure current, neat, and orderly displays;
- disclaims any endorsement by the Library or the City of the contents of—or the organizations responsible for—posted or displayed materials; and,
- conforms to the Library Bill of Rights, Articles I, II, and VI.¹

GUIDELINES

To be considered for posting or distribution, all materials submitted must meet the criteria outlined below. While every effort will be made to accommodate qualified requests, posting or distribution is subject to space availability. There is no guarantee that submittals meeting these criteria will be displayed, nor will they be returned. Preference in posting will be given to local organizations, activities, and residents.

Criteria for Materials Posted or Distributed in Library

1. All material must be submitted to a Library staff member at either the Welcome Desk or the 2nd Floor Information Desk at Central Park Library, and at the front desks at Mission Library and Northside Library; items will be routed to the office of the City Librarian or designee for review and authorization for posting or distribution.
2. Authorized materials will be date-stamped and posted by Library staff, only; all other materials will be removed and discarded.
3. Posted items will be limited to single copies, only; at Central Park Library, multiple copies of flyers will be placed in the wall rack in the 1st floor copy room and publications will be put on the counter below the Community Information board. At Mission Library, newsletters and multiple copies of other flyers that meet the criteria will be available on a stand located near the front desk, and free community newspapers and magazines will be placed on a shelf close to the Periodicals and Large Print collections. At Northside, newsletters and multiple copies of other flyers that meet the criteria will be available on the counter directly in front of the bulletin board as space allows.
4. Posted notices must be no smaller than 3” x 5” and no larger than 8.5” x 11” at Central, Mission and Northside Libraries. Due to space limitations, items may not be accepted for posting even if they meet these specifications.
5. All notices must be neatly typed or typeset; handwritten notices will not be accepted.
6. Name and contact information of sponsoring person or organization must be clearly visible.
7. Posting generally is done once a week.

¹ Library Bill of Rights, Article I: “Materials should not be excluded because of the origin, background, or views of those contributing to their creation.” Article II: “Materials should not be proscribed or removed because of partisan or doctrinal disapproval.” Article VI: Exhibit space should be made available “on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.”

8. Each posted item will be removed and discarded no more than 21 days after the stamped date; due to limited space, it may be necessary to discard older items to enable posting of new items. All items having specific event date(s) will be removed after the event date.
9. Those wishing to replenish supplies of flyers or publications previously accepted for distribution must submit additional copies to a staff person at either the Welcome Desk or the Parkside Service Desk at Central Park Library, and at the front desks at Mission Library and Northside Library; any materials placed directly into the display areas will be discarded.

Notice

The following notice will appear on the first floor Community Information board at Central Park Library, on the Community Bulletin Board at the Mission Library, and on the Community Bulletin Board at the Northside Library:

This space is for the display and/or distribution of community information that has been submitted to—and accepted by—the Library. Materials placed here must comply with the Policy for Posting and Distribution of Community Information (available at all public service desks). Items shall be displayed as space permits for no more than 21 days.

The posting or distribution of materials does not constitute endorsement by either the Library or the City of Santa Clara.

CENTRAL PARK LIBRARY

I. First Floor Elevator Lobby

On the first floor of the Library, adjacent to the elevator, is an area designed for the posting and distribution of community information in the following categories:

1. information about non-profit and/or public SERVICES
2. notices of upcoming EVENTS sponsored by area organizations
3. CLASSIFIED notices of goods and services available or needed.

The types of material accepted for posting or distribution, in priority order, are:

- a. Library program information;
- b. Announcements of educational, cultural, intellectual or charitable activities;
- c. Information about educational or career opportunities or services;
- d. Nonprofit organization information or service announcements;
- e. Announcements of fundraising projects of private or commercial organizations;
- f. Personal notices offering / requesting services (e.g., tutoring, childcare, pet-sitting, gardening, etc.);
- g. Personal notices offering / requesting property or goods for sale;
- h. Course catalogs, free community newspapers (Metro), etc.

II. First Floor Photocopy Room

A wall-mounted acrylic rack is available in the copy room on the first floor for the distribution of multiple copies of flyers, brochures, etc., which must conform to the material types and procedures outlined herein.

III. Second Floor Photocopy Room

The posting space in this area is reserved for the display of official Library, City, or other governmental information, and is not available for public posting. Materials posted here include:

- Board of Library Trustees' agendas
- City of Santa Clara information/announcements
- Official postings of other governmental jurisdictions.

MISSION LIBRARY

Adjacent to the copier in the library, is an area designed for the posting and distribution of community information in the following categories:

1. information about non-profit and/or public SERVICES
2. notices of upcoming EVENTS sponsored by area organizations
3. CLASSIFIED notices of goods and services available or needed.

The types of material accepted for posting or distribution, in priority order, are:

- a. Library program information;
- b. Board of Library Trustees' agendas
- c. City of Santa Clara information/announcements
- d. Official postings of other governmental jurisdictions.
- e. Announcements of educational, cultural, intellectual or charitable activities;
- f. Information about educational or career opportunities or services;
- g. Nonprofit organization information or service announcements;
- h. Announcements of fundraising projects of private or commercial organizations;
- i. Personal notices offering / requesting services (e.g., tutoring, childcare, pet-sitting, gardening, etc.);
- j. Personal notices offering / requesting property or goods for sale.

NORTHSIDE LIBRARY

On the right side of the Library foyer adjacent to the restrooms in an area designated for the posting of community information in the following categories:

1. information about non-profit and/or public SERVICES
2. notices of upcoming EVENTS sponsored by area organizations
3. CLASSIFIED notices of goods and services available or needed.

The types of material accepted for posting or distribution, in priority order, are:

- a. Library program information;
- b. Board of Library Trustees' agendas
- c. City of Santa Clara information/announcements
- d. Official postings of other governmental jurisdictions.
- e. Announcements of educational, cultural, intellectual or charitable activities;
- f. Information about educational or career opportunities or services;
- g. Nonprofit organization information or service announcements;
- h. Announcements of fundraising projects of private or commercial organizations;

- i. Personal notices offering / requesting services (e.g., tutoring, childcare, pet-sitting, gardening, etc.);
- j. Personal notices offering / requesting property or goods for sale.

*Questions related to posting or distributing information in the Library
should be directed to the City Librarian or designee,
Monday – Friday during regular business hours, 1-408-615-2930*

Approved by the Board of Library Trustees,
10/6/03

Revised & approved by the Board of Library Trustees
6/5/05
8/1/11
11/2/15