



**CITY OF SAN MATEO  
LIBRARY BOARD OF TRUSTEES  
February 26, 2024**

**Meeting Minutes**

**1. CALL TO ORDER**

Austin Volz, President of the Library Board of Trustees, called the meeting to order at 5:30 p.m.

**2. PLEDGE OF ALLEGIANCE & ROLL CALL**

Mr. Volz led those in attendance with the Pledge of Allegiance. Executive Assistant Dena Gomez conducted roll call and present were Library Board Trustees Austin Volz, Shaylona Wheeler, Sheila Canzian, and Richard Wysong. Trustee Wendy McCall was previously excused and not present.

**3. CONSENT CALENDAR ADOPTION**

A motion to approve the consent calendar was made by Ms. Canzian, seconded by Ms. Wheeler, and the motion passed 4-0.

**4. PUBLIC COMMENT**

There was not any public comment.

**5. OLD BUSINESS**

Status Report on the Marina Library Improvement Project: City Librarian James Moore provided an update on the Marina Library Improvement Project. Negotiations with the developer of the Fish Market property proposing contributions toward Marina Library improvements remain open and fluid to the ever-evolving nature of financial and commercial real estate market factors. Construction on the project is no longer planned to start in July 2024 due to advisement from the project engineers that further foundational testing was needed. In addition, comprehensive building assessment findings revealed the need for more extensive structural work than what was initially thought necessary. Construction is now tentatively scheduled for May 2025. Mr. Moore asked for feedback from the Library Board on their preference to have a proposed community/program space area or a marketplace & discovery space area as the prominent space upon entry. Mr. Volz shared that community members also might want to provide feedback.

**6. NEW BUSINESS**

A. Fiscal Year 2024-2025 Fee Schedule: Senior Management Analyst Marcia Mendonca shared a draft of the proposed 2024-2025 Fee Schedule and presented an overview of the Library's fines and fees. Motion to recommend the proposed 2024-2025 Fee Schedule to the City Council for adoption was made by Ms. Canzian, seconded by Mr. Volz, and the motion passed 4-0.

B. Proposed California State Budget Funding Cuts for Library Services: Mr. Moore provided information regarding funding cuts for some library services in the proposed FY 24-25 California Budget. The funding would cease at the end of the calendar year, not the fiscal year. The programs set to lose funding are the Parks Pass Program; CAREer Pathways workforce development resources including Coursera, GetSetUp, LinkedIn Learning, and Learning Express; and Brainfuse, California State Library's free online

tutoring service. Mr. Moore advised the Library Board that there is still time to advocate for the renewal of these services by sending an email to both State Assembly Member Diane Papan and State Senator Josh Becker.

## **7. REPORTS AND ANNOUNCEMENTS**

### **A. City Librarian James Moore:**

- Center Four Consulting has been chosen to coordinate the next three-to-five-year strategic planning process for San Mateo Public Library (SMPL). Myra Jolivet, principal at Center Four Consulting, played a major role in assisting with the creation of the City of San Mateo's first Diversity, Equity, & Inclusion (DEI) Strategic Framework.
- The Fixit Clinics continue to be a very popular event.
- There will be an Earth Day event in April in partnership with environmental focused non-profit groups.
- Mr. Moore said he will be seeking approval from City Manager Alex Khojikian to have the part-time volunteer coordinator position converted to a full-time position. Funds from the two part-time passport acceptance agent positions will be available to be allocated to the full-time volunteer coordinator position since the Passport Acceptance Facility at SMPL has permanently closed.
- The City hired a new fleet services manager and he will take over the task of selecting and purchasing a new outreach van for SMPL.
- At the City Council's Blue Sky Session, a meeting where the priorities are set for the City's work plan in the next fiscal year, creation of youth internship programs in all departments has been prioritized. SMPL is also seeking to create a veteran internship with Veteran's Curation Project to catalog, organize, and value various collectibles that have been gifted to SMPL over the years.

### **B. Library Foundation Representative:**

- Co-President Jeanne Back shared that the Foundation has raised \$133,500 toward their Fall fundraising goal of \$135,000.
- The Foundation has been planning community events and reaching out to new groups.
- San Mateo Celebrates! festivities will take place during National Library Week, April 7-13. This will be the second year of the citywide culture & community festival. On Saturday, April 13, the week-long celebration culminates with all-day entertainment on the Central Park stage, surrounded by over 40 curated artist and maker booths under the California Artists auspices, a kid zone, and food and beverage trucks.
- The Foundation is planning to form a fundraising advisory committee and Ms. Back asked the Library Board if they would be interested in partnering as citizen advocates.

### **C. Board Members:**

To celebrate the centennial anniversary of the San Mateo Rotary Club, Ms. Canzian is participating in their project to install Little Free Libraries throughout the City of San Mateo, including at preschools and elementary schools.

## **ADJOURNMENT**

Mr. Volz adjourned the meeting at 7:02 p.m.

**Next Meeting: Monday, March 25, 2024 at 5:30 p.m., Cedar Room, Main Library**

Submitted by:

Dena Gomez  
Dena Gomez, Executive Assistant

Date: March 11, 2024