



**CITY OF SAN MATEO
LIBRARY BOARD OF TRUSTEES
September 23, 2024**

Meeting Minutes

1. CALL TO ORDER

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

2. PLEDGE OF ALLEGIANCE & ROLL CALL

Ms. Canzian led those in attendance with the Pledge of Allegiance. Executive Assistant Dena Gomez conducted roll call and present were Library Board Trustees Sheila Canzian, Wendy McCall, Richard Wysong, Annie Tsai, and Austin Volz.

3. CONSENT CALENDAR ADOPTION

City Librarian James Moore advised the Board that the statistical reports still show the gate counts much lower than normal at the Main Library in August as they were in July. A service ticket was opened for this problem last month and it has not been resolved yet. Mr. Moore will update the Board when he receives more information. The Board asked if staff would be able to prepare the statistical reports as a graph to get a five-year average on important data points for the periods of 2015 – 2019 and 2020 – 2024. Mr. Moore will check with staff and update the Board at the next meeting. A motion to approve the consent calendar was made by Ms. McCall, seconded by Ms. Tsai, and the motion passed 5-0.

4. PUBLIC COMMENT

There was not any public comment.

5. OLD BUSINESS

- A. Library's Special Collections Policy: Deputy City Librarian Rukshana Singh and Supervising Librarian Rita Morin presented an updated draft of the Special Collections Policy to the Board. This draft included the recommendations the Board provided to Ms. Singh during the August 26, 2024 Board meeting. The Board had additional feedback and recommendations including to add general information on when a collection is discontinued or moved to the general collection, removing language that new material is not added to the special collections, and adding that if a special collection contains donated materials, the materials become property of the library. Ms. Singh will make the recommended edits and an updated draft will be provided to the Board at the October 28, 2024 meeting.
- B. Update on Strategic Plan Process: City Librarian James Moore updated the Board on the status of the strategic planning process. Next week, there will be the sixth and final stakeholders meeting. Draft mission and vision statements have been completed, and consultant Myra Jolivet will be compiling all the information that has been obtained from the community meeting, the stakeholder workshops, and the surveys that were submitted. The Board asked questions and offered feedback, including to explore the possibility of

sponsorships to expand user experience benefits, and to offer café services again. Mr. Moore said that capital improvements are needed before user experience benefits can be expanded in a meaningful way, and staff are currently looking into possible options for a future café.

6. REPORTS AND ANNOUNCEMENTS

A. City Librarian James Moore:

- The Summer Learning Challenge was very popular. Sign-ups included 617 children under 5 years old, 4,110 school age children, and 1,383 teens. San Mateo Public Library (SMPL) had the most teen sign-ups of any Peninsula Library System library. There were 125 youth and teen programs with a total of 6,580 attendees.
- The San Mateo Chapter of the Organization of Chinese Americans are holding a gala on October 26 and SMPL's Asian American Library Advisory Committee is being recognized for their community work. The Board is welcome to attend.
- The project engineer for the Marina Library structural improvement project will provide the Board with a complete update at the October 28, 2024 meeting.

B. Board Members:

- Ms. McCall attended the strategic planning workshop
- Mr. Wysong visited a library while traveling
- Ms. Tsai met with a representative from the San Mateo County Library Foundation to learn more about the Dolly Parton Imagination Library
- Mr. Volz visited the Oxford Library while traveling. He will be attending the Harvest Happy Hour at the Main Library.

C. Library Foundation Board Member Suelin Lee:

- There will be a Harvest Happy Hour on September 26 at the Main Library. Chris Bigford, a country music award winning artist, will be performing.

ADJOURNMENT

Ms. Canzian adjourned the meeting at 7:28 p.m.

Next Meeting: Monday, Oct. 28, 2024 at 5:30 p.m., Cedar Room, Main Library

Submitted by:

Dena Gomez
Dena Gomez, Executive Assistant

Date: Oct. 10, 2024