



**CITY OF SAN MATEO  
LIBRARY BOARD OF TRUSTEES  
November 25, 2024**

**Meeting Minutes**

**1. CALL TO ORDER**

Sheila Canzian, President of the Library Board of Trustees, called the meeting to order at 5:33 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, and Austin Volz. Trustee Annie Tsai had previously notified City Librarian James Moore that she was unable to attend.

**3. CONSENT CALENDAR ADOPTION**

Mr. Moore advised the Board that the gate counter at Main has not been fixed. The Peninsula Library System's technology department will be making the repair as soon as they can. A motion to approve the consent calendar was made by Ms. McCall, seconded by Mr. Volz, and the motion passed 4-0.

**4. PUBLIC COMMENT**

There was not any public comment.

**5. NEW BUSINESS**

Draft San Mateo Public Library Strategic Plan Report: Mr. Moore reviewed the draft San Mateo Public Library (SMPL) Strategic Plan 2025-2028 with the Library Board. During the strategic planning process, feedback was received from community members and internal and external stakeholders about what they want from their library in the future. The stakeholder team developed a SWOT analysis for an internal assessment of where the library is today in terms of strengths, weaknesses, opportunities, and threats. In addition, a PESTLE assessment was conducted by the team to identify external forces that could impact library operations including political, economic, social, technological, legal and environmental. Mr. Moore advised the Board that the draft report is not in its final format. The Board requested that Mr. Moore share the objectives once they are added to the report. The Board asked questions including if there will be prioritization of goals that can be accomplished more quickly. Mr. Moore said yes and one of his first goals is to set up an area on the patio in Children's that has play equipment for neurodivergent children. He added that he would like SMPL to become a leader on the Peninsula in offerings for neurodivergent children and adults.

**6. REPORTS AND ANNOUNCEMENTS**

A. City Librarian James Moore:

- Graphics are being added to the new community outreach van and a charger has been installed in the parking garage at the Main Library.

- Puzzles have been set up for patrons to work on at their leisure and they have been very popular.
- A new art exhibit policy will be in effect soon and art will be displayed at the Main Library again.
- Music at Kohl Mansion, the San Mateo Library Foundation (SMPLF), and SMPL sponsored a family concert at the Main Library on November 23 with Grupo Falso Baiano, a San Francisco-based quartet bringing the joy of Brazilian choro music to audiences in California and beyond.
- On Saturday, December 7, SMPL, SMPLF and the African American Library Advisory Committee will present the Lowell Ensemble at the Main Library, with members of the San Francisco Opera Orchestra and San Francisco Ballet Orchestra performing traditional holiday music from African American and South American composers.

B. Board Members:

- Ms. McCall welcomed Mr. Moore and the SMPL Management Team for a visit to the Microsoft Silicon Valley Campus where she works. She showed staff The Garage makerspace, where they used Copilot AI to create avatars and print them on mugs to take home. They also visited the Envisioning Center, where staff were shown how to use Copilot Studio, Power Apps and other AI applications for health care, computing, and other uses.

C. Library Foundation Board Member Renee Thierry Jones:

- The Annual Appeal is in progress and approximately half of the \$145,000 goal has been raised for SMPL.
- The Lowell Ensemble will perform at the Main Library on December 7.

**ADJOURNMENT**

Ms. Canzian adjourned the meeting at 7:08 p.m.

**Next Meeting: Monday, Jan. 27, 2025 at 5:30 p.m., Cedar Room, Main Library**

Submitted by:

Dena Gomez  
Dena Gomez, Executive Assistant

Date: Dec. 11, 2024