



**CITY OF SAN MATEO
LIBRARY BOARD OF TRUSTEES
November 27, 2023**

Meeting Minutes

1. CALL TO ORDER

Austin Volz, President of the Library Board of Trustees, called the meeting to order at 5:31 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, Sheila Canzian, Wendy McCall and Richard Wysong. Vice President Shaylona Wheeler was not present.

3. CONSENT CALENDAR ADOPTION

A motion to approve the consent calendar was made by Mr. Wysong, it was seconded by Ms. McCall, and the motion passed 4-0.

4. PUBLIC COMMENT

There was not any public comment.

5. OLD BUSINESS

None

6. NEW BUSINESS

A. Request for an Official Thank You to Dedicated Library Volunteer for Completed Inventory of Robert Loomis Art Collection: San Mateo Public Library (SMPL) Librarian II Paul Vaughn provided the Board with information about the Robert Loomis Historical Paintings and Line Drawings of the City of San Mateo. In 1981, the Library Board of Trustees acquired a group of oil paintings and line drawings of scenes in San Mateo by local artist Robert Loomis. The agreement made between the Board and the donors included that the paintings and drawings would remain at the Library in perpetuity for future San Mateans to see this historical asset, and the paintings would be on exhibit in the Library or City Hall so that the public may view the collection. SMPL loaned many of the paintings out to other City of San Mateo departments for display. Mr. Vaughn has been working on a project to get all the paintings returned to the Library. A dedicated Library volunteer and retired art teacher assisted in the project by completing an inventory of the collection. Bob, the volunteer, went above and beyond and provided a historical overview of the buildings and areas captured in all of the drawings including dates the buildings were constructed, neighborhood details, etc. Mr. Vaughn requested that the Board write an official thank you letter to this dedicated volunteer and the Board agreed to do so.

B. Request to Combine the Library's (SMPL) Borrowing Policies for the Tech Lending Collection and Parks Pass Program: SMPL has new items as part of the

new Parks Pass Program such as walking sticks, backpacks, and other items that patrons can borrow for use when they go hiking. Rather than create an additional borrowing policy for these items, Supervising Library Assistant Jonathan Jung requested that the Board grant a revision to the existing Technology Lending Service Borrowing Policy that would include requirements for items in the Parks Pass Program. Mr. Jung shared a draft of the proposed Technology Lending+ Collection & “Parks Are For Everyone” State Parks Collection Borrowing Policies with the Board. This draft includes revisions to the existing policy that include borrowing requirements for the new Parks Pass Program items. In addition, Mr. Jung shared a draft of the new San Mateo Public Library Technology Lending+ User Agreement. A motion was made by Ms. Canzian to adopt the policy with the presented changes, the motion was seconded by Mr. Volz, and the motion passed 4-0.

7. REPORTS AND ANNOUNCEMENTS

A. City Librarian James Moore:

- There is nothing new to report on the Marina Library foundation repair project.
- Mr. Moore attended the *The Right To Read* documentary at the Fox Theater in Redwood City. The documentary follows a first-grade teacher in Oakland who was given a whole language learning reading curriculum that did not work. Without the district’s approval, she incorporated a curriculum based on the science of reading and received promising results.
- The study session for the Draft Art Exhibit Policy went well. Mr. Moore thanked the Board for their questions and suggestions that helped him to anticipate the questions that would come from the City Council. Next, the City Manager will consider the Council’s suggestions and incorporate the appropriate ones in the new citywide policy that will be adopted. This policy will not be one that needs the Council’s approval.
- For the Library’s strategic planning process, the Stanford Alumni Consulting Team (ACT) will not be accepting applications for consulting projects until June, 2024. In the alternative, ACT does offer two-hour online “springboard sessions” in which Stanford Graduate School of Business alumni generate ideas to aid nonprofits and civic entities with a specific strategic question. Each virtual brainstorming session includes four to eight GSB alumni volunteers that will help an organization increase its impact and solve a focused problem. Applications will be accepted starting December 6.
- The African American Library Advisory Committee (AALAC) in partnership with Library staff scheduled Domingo and Friends in concert in the Oak Room at the Main Library on Saturday, November 18. Domingo Balinton, who learned his craft during the Fillmore’s “Harlem of the West” Era, performed R&B, Blues and Soul during this special evening event. The AALAC hopes to be able to schedule a future event with Lavar Burton.
- On Saturday, December 2, there will be an event in the Oak Room with pianist and producer Ronny Michael Greenberg. Piano Roulette will begin with a selection of piano works by eminent composers such as Liszt, Rachmaninoff, Debussy, and Chopin. Then it will shift to the Wheel of Fortune. Members of the audience will be chosen at random and invited to

spin the wheel. The multi-genre selections may range from jazz standards and heartwarming Disney medleys to more classical masterpieces, ensuring an unpredictable adventure. All ages are welcome. This event is co-sponsored by Music at Kohl Mansion and SMPL.

B. Board Members:

- Ms. Canzian attended the all-day Halloween event at the Main Library
- Ms. McCall attended the Domingo & Friends concert and the Boards & Commissions Dinner.

C. Library Foundation Representative:

- Sarah Phelps reported that the Foundation is approximately halfway to the goal of raising \$135,000 for the Fall Appeal. She asked the Board to spread the word by sharing fundraising emails they receive with their contacts and reposting social media posts. Ms. Phelps emphasized the importance of fundraising especially in relation to SMPL's lower public funding compared to peer libraries Burlingame Public Library and Redwood City Public Library.
- Library Week is coming this spring
- Each fundraising email that is sent will show tracking toward the goal. In addition to the video of City Librarian James Moore that recently went out, there will be more videos created and sent soon. Ms. Phelps encouraged the Board to repost these videos.

D. SMPL Representative:

- Senior Management Analyst Marcia Mendonca shared that \$2,181.00 was raised at the book sale held at the Main Library on November 24.

ADJOURNMENT

Mr. Volz adjourned the meeting at 6:37 p.m.

Next Meeting: Monday, January 22, 2024 at 5:30 p.m., Cedar Room, Main Library

Submitted by:

Dena Gomez
Dena Gomez, Executive Assistant

Date: Dec. 6, 2023