



**CITY OF SAN MATEO
LIBRARY BOARD OF TRUSTEES
May 22, 2023**

Meeting Minutes

1. CALL TO ORDER

The meeting was called to order at 5:30 p.m. by President Austin Volz.

2. PLEDGE OF ALLEGIANCE & ROLL CALL

President Austin Volz led those in attendance with the Pledge of Allegiance. Executive Assistant Dena Gomez conducted roll call. Board Members Austin Volz, Shaylona Wheeler, Elizabeth De Winter, Sheila Canzian and Wendy McCall were present.

3. CONSENT CALENDAR

City Librarian James Moore requested that the statistical reports be pulled for further discussion. Mr. Moore informed the Board that although all categories of statistics are down from pre-pandemic times, he is hopeful that things are starting to trend upward. Programs are up substantially from this time last year, boosting the number of in-person visitors. Trustees had questions and offered feedback. After discussion, a motion to approve the consent calendar was made by Mr. Volz, seconded by Ms. De Winter, and the motion passed 5-0.

4. PUBLIC COMMENT

None.

5. OLD BUSINESS

Agenda Building for Future Meetings: Mr. Moore reviewed the agenda topic suggestions that were made at the last meeting which included updates on the forthcoming San Mateo Public Library (SMPL) Strategic Plan and on the Marina Library repairs. Other suggestions that were made included the future of the Passport Acceptance Facility at the Main Library and a report from Library Foundation representatives on the San Mateo Celebrates! activities that were held during National Library Week, April 23-29.

6. NEW BUSINESS

A. Welcome to New Library Trustees: Mr. Moore and the Library Board of Trustees welcomed new Trustees Sheila Canzian and Wendy McCall. This meeting was also the last meeting for Trustee Elizabeth De Winter, who served on the Board since 2015. Mr. Moore and the Library Board of Trustees thanked Ms. De Winter for her service on the Board.

B. New Children's Supervising Librarian: Mr. Moore introduced SMPL's new Supervising Children's Librarian Dyan de Jager to the Board. Ms. de Jager shared that she previously worked at the Redwood City Public Library for 7 years as a children's librarian. Interviews were recently conducted to fill three full-time children's librarian positions. Ms. de Jager is confident that her division will be fully staffed by the end of summer.

C. San Mateo Public Library Impact Report 2021-2022: Senior Management Analyst Marcia Mendonca shared SMPL's Impact Report for Fiscal Year 2021-2022 with the Board. This report provides a summary of SMPL's impact from the past fiscal year. During FY 21-22, SMPL transitioned from the closures and reduction of services due to the pandemic to fully restoring and expanding the pre-pandemic hours. Ms. Mendonca highlighted the Day of Remembrance Executive Order 9066 event on February 19, 2022. This was the 80th anniversary of Executive Order 9066 that authorized the deportation and internment of Japanese Americans. The library invited guest speaker Steve Okamoto to recount his experiences of being held at the Tanforan Assembly Center and later in an internment camp.

D. Fiscal Year 2023-2024 Fee Schedule: Ms. Mendonca reviewed the library's section of the City of San Mateo's Comprehensive Fee Schedule for FY 23-24. There are no more late fees for materials, including Link +. Some fees will increase based on the Consumer Price Index, such as rental fees for community meeting rooms, and some fees such as copy charges and the obituary search fee will not change. Passport fees are determined by the U.S. Department of State.

E. Terms of the President and Vice President: Mr. Moore advised the Board that the rotation of roles is conducted as close to June 10th of each year as possible. Since Mr. Volz and Ms. Wheeler rotated into their current roles on January 23, 2023 due to the departure of two Board members, the City Clerk recommends extension of the terms of the current President Austin Volz and Vice President Shaylona Wheeler. Ms. Canzian made a motion to extend the terms of President Austin Volz and Vice President Shaylona Wheeler, the motion was seconded by Ms. De Winter, and the motion passed 5-0.

7. REPORTS AND ANNOUNCEMENTS

Reports by Board Members:

- Mr. Volz visited the seed library at the Main Library. The seed library provides free seed packets of vegetables, herbs, and California native flowers to local residents.
- Ms. Wheeler received a new library card at the library's outreach table at CSM's Farmers' Market.
- Ms. De Winter attended two of the San Mateo Celebrates! events during National Library Week: a Children's event with singers, and the discussion at Central Park between Mr. Moore and Dr. James Hutchinson's son Henry. Dr. Hutchinson was San Mateo County's first African-American doctor and Hillsborough's first African-American resident.
- Ms. McCall visited the library's outreach table at CSM's Farmers' Market.

Report by City Librarian James Moore:

- The library's staffing level is approximately 20% below the pre-pandemic staffing level. Recruitment has been challenging and there is a long queue of open positions that Human Resources is working on. Recruitments for librarian positions have been relaunched with an emphasis on recruiting recent grads of SJSU MLIS program. We currently have only one full-time children's librarian which has resulted in substantially less children's programming than pre-pandemic. Supervising Children's Librarian Dyan de Jager hopes to hire new librarians very soon.
- The tentative timeline for construction to start on the foundation of the Marina Library is July 2024. An environmental assessment and design work must be completed first.
- The library has been setting up an outreach table on a fairly regular basis at CSM's Farmers' Market. Outreach events have increased and the support from the Foundation to fill shifts along with library staff has really helped. Mr. Moore is seeking creative ways to create a couple of part-time outreach positions.

- Our library was one of just 20 California local library systems selected to receive first-ever funding from the State Library to support projects focused on sustainability and climate resilience. The \$10,000 grant will enable SMPL to offer programming and workshops that connect the public with information and resources to promote sustainability, such as the seed library that opened at the Main Library on May 20th. To kick off the grand opening of the seed library, there was a workshop with a master gardener on how to grow vegetables from seed.
- The library is in the process of replacing the irreparable outreach van “Mateo” with a new and better van.

8. ADJOURNMENT

Mr. Volz adjourned the meeting at 6:58 p.m.

Next Meeting: Monday, June 26, 2023, at 5:30 p.m., Cedar Room, Main Library

Submitted by:

Dena Gomez, Executive Assistant

Date: June 5, 2023