

**BENICIA PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES MEETING
MAY 14, 2013**

MINUTES

Call to Order

Board President Eichbauer called the meeting to order at 6:30 p.m.

Board Members Present: Mary Eichbauer, Sandra Summerfield-Kozak, Carole Nail, and Mike Radesky

Absent: Board Member Workman

Staff Present: Fran Martinez-Coyne, Library Manager and Toni Yosick, Board Secretary

Notice of Fundamental Rights

Board President Eichbauer read the prepared notice.

Approval of Agenda

On motion of Board Member Nail, seconded by Board Member Summerfield-Kozak, the agenda was unanimously approved as presented.

Approval of Minutes

On motion of Board Member Summerfield-Kozak, seconded by Board Member Radesky, the minutes were unanimously approved as presented.

Report from the President, Mary Eichbauer

Board President Eichbauer said she received notice from the City that her term ends 7/31/13. She is going to reapply.

Report by Director, Diane Smikahl

The Library Director provided Board Members a memo outlining her report.

Arts and Culture Commission (BACC) update: The Benicia Arts and Culture Commission will be meeting on May 9 to approve grants and finalize their recommendations to Council for grant funding for the 2013-14 and 2014-15 budgets. Eight non-profit organizations submitted requests for funding: two were not compliant with the mission of the BACC, two of the non-profits have currently lost their non-profit status, and the other four will be recommended for funding.

The BACC annual report was presented at the May 7 City Council meeting. A proposed work plan that may be provided to Council at a later date for approval was provided, along with information on the return on investment that arts and culture activities and events bring to a city. Specific information was provided related to the number of attendees reported by Arts Benicia and the Benicia Old Town Theatre Group, who have reported more than 14,600 attendees at their events as of December 31, 2012. According to Americans for the Arts, Economic Prosperity IV, 2012 report, the typical arts attendee spends \$24.60 per person, per event, beyond the cost of admission.

Council activities update: The Council will hear information on Boards and Commissions at their May 28 meeting. The meeting will be held in the Council chambers and will start at 7:00.

Budget update: The City's Finance Director left for a new position in April, and Anne Cardwell has been appointed as the Interim Assistant City Manager. Anne will oversee Finance, Human Resources, I.T. and the City Manager's Office.

Brenda Olwin has been hired as a consultant to complete this year's budget. Director Smikahl met with Brenda last week and several items in the budget were updated and/or corrected. Budget review meetings with Council will start in June. The Library Director will propose to continue operating the Literacy program with part-time staff (27 hours/week) until the City and State economies are stronger.

Art Gallery Insurance: Staff has not received any additional information from the City Attorney on this item.

Innovation Grant: Ruth Workman called and said she was planning on missing the May meeting, so she provided an update for this item. She reported that Bonnie Silveria has met with Museum Director Elizabeth d'Huart and has received a flash drive of photos to use for the project. These are in the Library Director's office. Bonnie is planning on meeting and working with Anita Falltrick on some of the technical details (website, etc.) while Diane is out of the office.

Building update: New carpet has been installed in the Dona Benicia room and the Art Gallery.

With the money that was not expended on this project, Maintenance is planning to get three sections of leaky roofing replaced.

Maintenance is also trying to get the Gallery painted in June, between exhibits.

Chamber of Commerce reception. This month's BizNet reception will be held at the library. The event will be held on May 16 from 5 – 7.

Library Anniversary celebration: Fundraiser on June 21 at the "old" library on G Street. Christina and Scott Strawbridge have kindly offered us their home for this event.

Summer Reading Program (SRP) starts on June 1. The first activity/event for kids will be held on June 18: Magic Dan will have his traditional/wonderful program for kids.

Spelling Bee on Wednesday, May 22, from 3:30 – 4:45 for kids in grades 5-8. We'll be using the Scripps spelling lists for grades 5-8: words from grades 5-6 in the earlier rounds, words from grades 7-8 in the later rounds.

Benicia Library's 3rd annual cupcake contest: Wednesday, May 22 starting at 7:00 p.m.

The Benicia Library Foundation presents the 3rd Annual Cupcake contest. Judging the cupcakes will be siblings Corey and Aaron Fanfa, owners of Sift, and winners of the Food Network Cupcake Wars. They will judge entries on appearance, originality, and of course, taste!

Correspondence/Articles/Other –

The Library Manager referred to the Library Anniversary celebration. She is working with Hedi DeSuyo who will be exhibiting photos of the library during construction.

Board Member Nail referred to the memo in response to suspensions.

Approval of Library Financial Reports

On motion of Board Member Nail, and seconded by Board Member Radesky, the Library Financial Reports were unanimously approved.

Literacy Report

Board Member Radesky commented on the learner from the Ukraine who has only been here two months, already studied for and passed the Drivers Test and received her driver's license.

Report from Board Liaisons

A. Report from Art Gallery Advisory Committee Liaison

Board Member Nail said that the Committee Members are concerned that she might not be adequately representing their interests to our board. Board Member Nail said she invited any Committee Members to attend a Board meeting and encouraged them to write a letter or note to the Board.

- Art Gallery Policy – Composition of Committee Members (continue). This item was continued until the September meeting.
- Art Gallery Insurance (continue)
- Update on “Call to Artist” process – In the past they sent out cards, brochures, etc., via snail mail. Now they are using social media to get the word out.

Board Member Nail referred to the Art Gallery Policy. Would like to see the Committee combine the publicity list, liaison list, call to artist information, all as appendices to the policy so everything is together in one place.

- Appointment of New Committee Member. Board Member Nail said both applicants were very good. The Committee recommended the appointment of Martha Anderson to fill the vacancy left by Erika Von Zoog. Board Member Radesky, seconded by Board Member Summerfield-Kozak, moved to appoint Martha Anderson to the Benicia Public Library Art Gallery Advisory Committee. Motion carried.

B. Report from Friends Liaison – Board Member Radesky said the May sales brought in \$5,400. Board Member Radesky referred to the shortage of children's books around this time of year.

C. Report from Library Foundation Liaison – Board Member Radesky said the new self-check machine that the Foundation purchased has arrived and works great. The Library Manager said staff is working on a way to make the new machine accept fine payments.

Board Member Radesky also said that the Foundation has also purchased Nooks and Play-aways.

Board Member Radesky shared invitations with Board Members to the upcoming Library Foundation fundraiser for the Library's 20th Anniversary event. This event will be held at the Strawbridge home, which used to be the Library.

D. Report from Poet Laureate Committee Liaison – Board President Eichbauer reported that Tom Stanton is starting a Facebook Benicia Poet Conversation Group.

- E. **Report from Liaison to the Historical Museum** – The Board Secretary read from the Director’s report regarding the flash drive that was provided to use for the Innovation Grant.

Old Business

None.

New Business

- A. **Education Calendar** May – Technical Services
Board Members were impressed with the report provided by Anita Falltrick, Head of Technical Services.

Board Member Radesky asked about Request Partner number of 1,100 requests. The Library Manager referred to SuperSearch, which became a legacy system and stopped having technical support. It was unable to connect to Benicia Library’s Integrated Library System (Carl), and eventually the members of NorthBay Cooperative System discontinued its use. She said that Request Partner is much more complicated for staff and the SNAP consortium is actively seeking a replacement for the SuperSearch program.

Public Comment

Board President Eichbauer referred to Napa, St. Helena and Napa College pulling out of SNAP. The Library Manager stated that they believe they can do better with the various vendors on their own vs. as a consortium.

Board Member Summerfield-Kozak referred to the Teddy Bear Sleepover and asked how it was advertised. The Library Manager said through the library newsletter, library web site and the City Parks Guide.

Board Member Nail talked about volunteering at Robert Semple Elementary School helping unbox and shelve books after a remodel. They need more volunteers to give a hand.

Items for Next Agenda

Budget Guide
Art Gallery Policy
Art Gallery Committee Composition

Next Meeting

Tuesday, June 11, 2013 at 6:30 p.m.

Board President Eichbauer said she would not be able to attend the meeting so Vice-President / Board Member Nail will have to preside.

Adjournment

Board President Eichbauer adjourned the meeting at 7:18 p.m.