



AGENDA

REGULAR MEETING - MONDAY, APRIL 25, 2016
GOSSAMER CONFERENCE ROOM - 585 FRANKLIN STREET
7:30 P.M.

1. **CALL TO ORDER**

2. **ROLL CALL**—Trustees Sheetal Shah, Randall Stock, Vice Chair Paul Donahue, and Chair Max Beckman-Harned.

3. **MINUTES APPROVAL**

Minutes for the March 21, 2016 meeting have been delivered to Board members and copies posted on the Library bulletin board. If there are no corrections or additions, a motion is in order to approve these minutes.

4. **ORAL COMMUNICATIONS FROM THE PUBLIC**

This portion of the meeting is reserved for persons wishing to address the Library Board on any matter not on the agenda. Speakers are limited to three minutes. State law prohibits the Board from acting on nonagenda items.

5. **UNFINISHED BUSINESS**

5.1 **NARRATIVE BUDGET**

Discussion of the Narrative Budget that will be presented to the City Council on April 26, 2016.

5.2 **BENCHMARK REPORT**

Finalize the annual Library Board Benchmark Report.

5.3 **COMPUTER AND NETWORK USE POLICY**

Review suggested changes to the policy and any additional changes.

6. **NEW BUSINESS** – None.

7. **LIBRARY BOARD/STAFF COMMENTS, QUESTIONS, AND REPORTS**

No action will be taken on any questions raised by the Library Board at this time.

8. **DONATIONS** – None.

9. **AGENDA SETTING/PLANNING**

10. **ADJOURNMENT**

TG/7/LIB
023-04-25-16A-E

AGENDAS FOR BOARDS, COMMISSIONS, AND COMMITTEES

- The specific location of each meeting is noted on the notice and agenda for each meeting which is posted at least 72 hours in advance of the meeting. Special meetings may be called as necessary by the Library Board Chair and noticed at least 24 hours in advance of the meeting.
- Questions and comments regarding the agenda may be directed to Rosanne Macek at 650-903-6335.
- Interested persons may review the agenda and staff reports at the Mountain View Public Library, 585 Franklin Street, beginning the Wednesday evening before each regular meeting and at the City Manager's and City Clerk's Offices, 500 Castro Street, Third Floor, beginning the Thursday morning before each meeting. Staff reports are also available during each meeting.
- **SPECIAL NOTICE – Reference: Americans with Disabilities Act, 1990**
Anyone who is planning to attend a meeting who is visually or hearing-impaired or has any disability that needs special assistance should call the Library Services Department at 650-903-6335 48 hours in advance of the meeting to arrange for assistance. Upon request by a person with a disability, agendas and writings distributed during the meeting that are public records will be made available in the appropriate alternative format.
- The Board, Commission, or Committee may take action on any matter noticed herein in any manner deemed appropriate by the Board, Commission, or Committee. Their consideration of the matters noticed herein is not limited by the recommendations indicated herein.
- **SPECIAL NOTICE**—Any writings or documents provided to a majority of the Library Board regarding any item on this agenda will be made available for public inspection in the Mountain View Public Library, located at 585 Franklin Street, during normal business hours and at the meeting location noted on the agenda during the meeting.

ADDRESSING THE BOARD, COMMISSION, OR COMMITTEE

- Interested persons are entitled to speak on any item on the agenda and should make their interest known to the Chair.
- Anyone wishing to address the Board, Commission, or Committee on a nonagenda item may do so during the "Oral Communications" part of the agenda. Speakers are allowed to speak one time on any number of topics for up to three minutes.



CITY OF MOUNTAIN VIEW

MEMORANDUM

Library Services Department

DATE: April 25, 2016
TO: Library Board of Trustees
FROM: Rosanne Macek, Library Services Director
SUBJECT: **Library Report**

5.1 BUDGET

You can view the entire budget on the City website here:

<http://www.mountainview.gov/depts/fasd/budget/current.asp>

The City Council will be discussing the FY 16/17 budget on April 26, 2016. The budget isn't finalized until June, but here are the proposed items for the library:

DISCRETIONARY ON-GOING CHANGES (Attachment 4)

Librarian I/II

Increase an existing Librarian I/II position in our Youth Services Department from .75FTE to 1.0.

\$40,400

Library Materials

Increase the base budget for materials, based on Mountain View being 15% below our benchmark libraries.

\$40,000

Librarian III

Add a Librarian III classification to provide future promotional opportunities. This is not an addition to staff, just a new classification.

\$20,500

Wages for Sunday Hours

About 8 years ago, we eliminated Sunday hours on the days prior to Monday holidays. This was a cost-cutting measure that is no longer necessary, and all our neighboring libraries have restored these hours. If approved in June, this will mean we will be open 5 more Sundays in FY 16/17.

\$11,800

Cartridges and Paper for Poster Printer

\$1,600

Library Assistant III

Eliminate a vacant .50FTE Library Assistant III position in Support Services and convert funds to hourly staff. This is just an administrative change since the funds for this position are already being used for hourly staff.

LIMITED-PERIOD EXPENDITURES (Attachment 5)*eBooks*

Continue one-time funding for eBooks.

\$10,000

CAPITAL OUTLAY (Attachment 6)*Technology upgrade for community room*

\$9,700

Technology upgrade for training room

\$5,100

This will include a variety of equipment including an LED TV for the community room and an additional laptop for the training room.

FEES

We will be eliminating the following fees:

Extra computer time - \$5.00

Replacement library cards - \$2.00

REMODEL (included in CIP)

\$90,000 is tentatively being added to the remodel project so that we can complete the design by the end of this fiscal year. Public Works staff and I will be asking for your feedback in the fall.

The actual construction is still unfunded but we're hopeful a local company will be able to fund this in FY 17/18.

5.3 COMPUTER AND NETWORK USE POLICY

A separate document will be provided with suggested changes that have been discussed so far by the Library Board and Library Staff.

The current policy is here:

http://www.mountainview.gov/depts/library/about/policies/computer_and_network_use.asp

This older policy will be incorporated:

<http://www.mountainview.gov/civica3/filebank/blobdload.aspx?blobid=3285>

NEW CHILLER INSTALLATION

The new library chiller will be started up on Saturday, April 23. The contractor is coming in around 7am to get things ready, Public Works staff will be on hand, and the actual equipment will start around 9 or 10.



APRIL IS AUTO REPAIR MONTH

Our monthly electronic resource promotion includes Auto Repair Reference Center and Driving-tests.org.

While we are lucky to have many physical auto repair manuals on the second floor, we don't have information on every car. Auto Repair Reference Center has information on more than 35,000 vehicles from 1945 to present.

As for Driving-tests.org, (mountainview.driving-tests.org) this resource provides free tests for individuals getting their CA license:

- 11 car practice tests
- 6 motorcycle practice tests
- 3 CDL (Commercial Driver's License) practice tests
- 3 online driver's manuals (car, motorcycle, CDL)
- An FAQ section with detailed answers to 100+ DMV-related questions

This is an excellent resource for both new drivers and new California residents looking to get a CA driver's license.