



CITY OF MOUNTAIN VIEW

LIBRARY BOARD

AGENDA

REGULAR MEETING - MONDAY, MAY 16, 2016
LIBRARY COMMUNITY 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 April 25, 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 COMPUTER AND NETWORK USE POLICY

5.2 BUDGET

6. NEW BUSINESS

6.1 JUNE MEETING SCHEDULE

6.2 CONSIDER CHANGING MEETING LOCATION TO GOSSAMER CONFERENCE ROOM

6.3 ANNUAL WORK PLAN

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

- Friends of the Mountain View Library – \$31,800
- Tony Mancini – \$200
- Avdhesh H. Chhodavdia – \$100

9. AGENDA SETTING/PLANNING

10. ADJOURNMENT

TG/3/LIB
023-05-16-16A-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.

LIBRARY BOARD OF TRUSTEES WORK PLAN
Fiscal Year 2015-16

Title and Description	Key Milestones	Date (per milestone)	Current Status/Notes
Ongoing Work Items			
A. Accept donations.	Accept money and property donated to the City for Library purposes.	Ongoing	Monthly.
B. Review and revise policies as needed.	Adopt and revise policies for the administration and protection of the Library.	Ongoing	Review at least two policies per year.
C. Chair or designee to attend quarterly Mayor's meetings.	Attend quarterly meetings with the Mayor and other board and commission members.	As scheduled	Schedule of meetings determined by the City Clerk's Office.
D. Review Library usage statistics biannually.	Regularly review Library statistics to evaluate usage patterns and trends.	Biannually	To be discussed twice a year in conjunction with City Performance Measures.
Fiscal Year 2015-16 Work Items			
1. Benchmark report.	Prepare annual benchmarking report to compare MVPL services with benchmark libraries. Includes gathering data from the California State Library, directly from benchmark libraries, and from Library Director.	Draft in March and final in April	Preliminary materials analysis in the fall to coincide with City budget deadlines in December.

Title and Description	Key Milestones	Date (per milestone)	Current Status/Notes
2. Annual meeting with Friends of the Mountain View Library Board.	Hold annual joint meeting with the Friends of the Mountain View Library Board to share how each group is supporting Library services for the City.	August or September 2015	
3. Annual work plan.	Prepare annual work plan to be approved by the City Council each June.	Draft in April and final in May	
4. One to two discussions of “hot topics” in public libraries.	Keep up-to-date with current trends in public libraries by holding one to two discussions of “hot topics.”	To be scheduled one to two times per year	