



# City of Mountain View

Public Library  
585 Franklin Street

## Minutes

### Library Board

*Boardmembers Lopez, Shah, Stock, Vice Chair Donahue, Chair Beckman-Harned*

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Monday, October 17, 2016

7:30 PM

Gossamer Conference Room

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#### 1. CALL TO ORDER

Chair Beckman-Harned called the meeting to order at 7:31 p.m.

#### 2. ROLL CALL

**Present** 5 - Elena Lopez, Sheetal Shah, Randall Stock, Vice Chair Paul Donahue, and Chairperson Max Beckman-Harned

#### 3. MINUTES APPROVAL

Minutes for the September 19, 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.

**MOTION - M/S Donahue/Shah - To approve the September 19, 2016 minutes.**

**The motion carried by the following vote:**

**Yes:** 5 - Lopez, Shah, Stock, Vice Chair Donahue, and Chairperson Beckman-Harned

#### 4. ORAL COMMUNICATIONS FROM THE PUBLIC - None

#### 5. NEW BUSINESS

##### 5.1 Materials budget

The Library Director discussed the data she considers in making a budget recommendation and the Board discussed the data that was considered in last year's Board analysis of the materials budget. The Library Director will start collecting this year's data from other libraries. Chair Beckman-Harned will work with Trustee Stock this year to evaluate the benchmark libraries.

## 5.2 Review meeting dates for November, December, January, and February

**MOTION - M/S Beckman-Harned/Donahue - To change the upcoming meeting schedule to the following:**

November 21 – keep as is  
December 19 – move to December 12, 2016  
January 16 – move to January 23, 2017  
February 20 – move to February 27, 2017

**The motion carried by the following vote:**

**Yes:** 5 - Lopez, Shah, Stock, Vice Chair Donahue, and Chairperson Beckman-Harned

## 5.3 Review the Library Reference and Information Services Policy.

The Library Director pointed out the lengthy procedural attachments to the policy and the Board recommended that major points be incorporated into the policy. The Library Director will bring a revised policy to the next meeting along with staff recommendations.

## 6. LIBRARY BOARD/STAFF COMMENTS, QUESTIONS, AND REPORTS

Chair Beckman-Harned reported briefly on the last Mayor's meeting with boards and commissions. He reported on the library remodel project and the loss of potential funding from LinkedIn due to changes in their construction plans.

Director Macek presented the Director's Report and answered questions. She also reported that the Council Investment Review subcommittee would be discussing investment options for the Frank Roy Minor Trust donation.

## 7. DONATIONS

Receive \$400 donation from Cecily Chang.

**MOTION - M/S Beckman-Harned/Lopez - To accept the donation.**

**The motion carried by the following vote:**

**Yes:** 5 - Lopez, Shah, Stock, Vice Chair Donahue, and Chairperson Beckman-Harned

**8. AGENDA SETTING/PLANNING**

- Library budget
- Library Reference and Information Services Policy
- Possible increase or elimination of limits on the number of library items that can be checked out

**9. ADJOURNMENT - At 9:09 p.m., Chair Beckman-Harned adjourned the meeting to the next Library Board Meeting to be held on November 21, 2016 at 7:30 p.m. in the Gossamer Conference Room.**