

THOSE IN ATTENDANCE:

Lu Marzulli, President
Annalise Lasater, Vice President
Mario Organista
Deeda Seed
Cathy Stokes
Adam Weinacker

THOSE EXCUSED:

Bret Rigby, Secretary
Carol Osborn

ADDITIONAL STAFF IN ATTENDANCE:

Peter Bromberg, Executive Director
Jace Bunting, Finance Manager
Kimberly Chytraus, Senior City Attorney
Debbie Ehrman, Deputy Director
Gordon Bradberry, Assistant Director of IT and Facilities

Liesl Jacobson, Assistant Director of Community Engagement
Marilee Moon, Assistant Director of Customer Experience
Quinn Smith, Assistant Director of Marketing and Communications
Heidi Voss, Executive Administrator

I. CALL TO ORDER

Lu Marzulli called the meeting to order at 4:01 PM.

II. APPROVAL OF MINUTES

Adam moved to approve the March 2, 2020 minutes as written. Cathy seconded the motion, which passed unanimously.

III. COMMUNICATION AND PUBLIC COMMENT

There was no public comment.

IV. BOARD PRESIDENT'S REPORT

Lu expressed appreciation for the library continuing to provide services during recommendations for self-isolation amid COVID-19 concerns. The board would like to hold an interim meeting before the next scheduled gathering to discuss policy adjustments to empower the library director to approve actions in an emergency situation.

VI. LIBRARY DIRECTOR'S REPORT

- a. Peter conveyed gratitude to library staff and fellow leaders who have pivoted quickly to online services and meetings to continue operating virtually.
 - i. The library is now offering library cards online. Circulation manager Frances Brummett was quick to make changes and issued over 100 cards over the first weekend.
 - ii. Staff are working on storytime and other programming now that people are staying at home. The teams are mindful to focus on what programs and services are most meaningful to people at this time.
 - iii. Collaborating with the city to try and provide wifi for those who don't have it, since school and other services have moved online.
 - iv. The majority of staff are working from home, other than essential services like maintenance, safety officers, custodial, and a few others.
 - v. Engineers have reviewed both Main and Foothill for potential earthquake damage. So far, damage appears to be cosmetic only.

- vi. Construction on Sprague will be delayed, as the subcontractors were concerned about working in such tight quarters. They will reassess every two weeks whether they may resume work.
- b. Jace Bunting, Finance Manager, presented the [February 2020 Financial Report](#). The majority of the library's revenues are in before the end of January, so we have received the bulk of our revenues, which look healthy for the rest of this fiscal year.

VII. OLD BUSINESS

- a. [Fiscal Year 2021 Proposed Budget](#)
 - i. [Detailed Capital Project Fund projects](#)
 - ii. Adjustments to the budget since it was proposed at the last meeting are outlined in this document: [Modifications to Tentative Budget](#). This includes increases to the compensation study amount.
 - iii. The budget may require adjustments, depending on how the city plans to prepare for the economic impact of COVID-19 self-isolation measures. Peter and Jace will attend a meeting with the city this Wednesday, which should provide more information.
 - iv. Annalise moved to accept the budget as proposed. Deeda seconded the motion, which passed unanimously.
- b. [Capital Budget Reallocation](#)
 - i. In an effort to reduce the period of time the Main roof is closed, Maintenance would like to reallocate funds from approved projects this year to begin working on the roof.
 - ii. Adam moved to approve the reallocation as outlined in the attached document. Cathy seconded the motion, which passed unanimously.
- c. [Nepotism Policy Update](#)
 - i. This recommended change would remove wording that prevents relatives from working in the same department. Relatives still may not work in an employee/supervisor relationship.
 - ii. Annalise moved to approve this policy as rewritten. Deeda seconded the motion, which passed unanimously.

VIII. NEW BUSINESS

- a. N/A

IX. ADJOURN

- A. Adam Weinacker moved to adjourn the meeting. Deeda Seed seconded the motion, which passed unanimously. The meeting adjourned at 4:43 pm.

UPCOMING SCHEDULE

The next will be held

Monday, April 27, 2020, 4pm

Meeting will be held virtually via Google Meet