

**ACTION MINUTES
REGULAR MEETING
OF THE SAN MARINO LIBRARY BOARD OF TRUSTEES
APRIL 25, 2016 - 7:30 A.M.**

CALL TO ORDER President Boegh called the meeting to order at 7:30 A.M.

PLEDGE OF ALLEGIANCE

ROLL CALL **PRESENT:** President Boegh, Trustees Chien, Hsu, Peck, Mollno, Councilmember Ward, and Kevork Kurdoghlian (San Marino Tribune)

ABSENT: Sun (unexcused), Sadun (excused)

STAFF: Assistant City Manager Garcia, City Librarian McDermott and Analyst Taber

PUBLIC COMMENTS:

None.

BOARD OF TRUSTEES REPORT:

1. President and Trustees Reports

Trustee Hsu commended City Librarian on the great weekend story time she recently attended.

Trustee Peck inquired if the Library staff had looked into vending machines for the library.

Trustee Hsu briefed the Trustee Board on the recent CPLA event in Tustin she along with Trustees Sadun, Peck and President Boegh recently attended.

Trustee Mollno requested the library look into a creative writing program.

2. Crain Art Gallery Committee Report:

President Boegh initiated her Art review by commending staff member Lynda Lyons on all the hard work she puts in managing the Crain Art Gallery. President Boegh recapped the donations received from exhibiting artists including Linda Salinas \$150, Marilyn Roth \$150 that have come in. The following are upcoming shows in the gallery through the end of the year.

April 9- May 21 Tina Frausto, Watercolor paintings, botanicals and landscapes
Reception April 10, 2-4 PM

May 28- July 8 George Liang Historical watercolors, “The Wild West and the Civil War”
Reception June 11, 11AM-3PM
July 16- August 27 Jane Kelly “Now Voyager” digital images
September 3- October 14 Dana Marevich, paintings of Italy and San Marino
October 22- December 9 Byron Motley, photographs of Cuba
January Cindy Chan is working on San Marino History display to go along with the
Library birthday

CONTINUED BUSINESS:

1. LIBRARY BUDGET –FY 16-17 UPDATE

Assistant City Manager Garcia stated that the budget will be presented to City Council on May 2. City Manager Garcia related that in this year’s personnel budget are two new classifications, an Administrative Analyst II in fulltime and a Librarian II in part time.

President Boegh inquired about our passport revenues and wanted to know the net revenue generated from the passport service.

Assistant City Manager Garcia provided round numbers on the costs of the passport service. Assistant City Manager Garcia stated staff could come back at a later meeting with a more specific breakdown of passport costs.

2. STRATEGIC PLAN: SURVEY RESULTS, GOALS & OBJECTIVES

Assistant City Manager Garcia proceeded with outlining the goals and objectives of the strategic plan.

3. MISSION STATEMENT

The Board agreed that the “technology hub” portion of the mission statement should be removed.

Trustee Mollno offered the following revised mission statement:

The 21st century Crowell Public Library provides: a gathering place, an information center, a technology hub, and a book and media collection to serve the educational, cultural, and recreational interests of people of all ages.

4. JOINT MEETING WITH COUNCIL

Assistant City Manager Garcia reported the joint meeting with City Council will be held on May 11th. Discussion items for the meeting were assigned to the Trustees that would be able to attend the joint meeting.

5. DELICIOUS DESTINATIONS

Assistant City Manager Garcia reported the Foundation has selected October 15th as their gala date. Japan and Mexico have been identified as this year's destinations.

NEW BUSINESS:

1. Foundation: RFID Funding

Assistant City Manager Garcia discussed the Radio Frequency Identification initial estimates have come in at \$50,000. The Foundation has agreed to fund this project over the next two fiscal years \$35,000 in FY 16-17 and \$15,000 in FY 17-18.

2. Gym Construction at Huntington School

Assistant City Manager Garcia reported the School District is in the initial planning for a new gym at the middle school and demolition work will begin in July. The School District has assured the City that the parking lot impacts should be minimal as the construction will be from the back of the site furthest away from the parking lot.

3. New Trustees

Assistant City Manager Garcia reported that two vacancies (Trustees Peck and Sun) were coming up and efforts have been made to recruit their replacements, but so far no applications have been submitted. Recruitment efforts will continue.

APPROVAL OF MINUTES:

President Boegh asked for an approval of the minutes at this point in the meeting as there was not a quorum for minute approval at the top of the meeting.

President Boegh requested the word "library" be placed in front of the word staff under the Foundation Update section to identify who had made the donation request for the RFID system.

Trustee Hsu made a motion to approve amended March 2016 minutes, second by Trustee Mollno. The motion carried unanimously by the following vote: AYES: President Boegh, Trustees Hsu, Chien, Mollno, and Peck NOES: None.

DIRECTOR'S REPORT:

1. FINANCIAL BUDGET REPORT-DECEMBER

Analyst Taber reviewed the monthly finances through March. Analyst Taber stated that through March we should be at the 75% mark on the monitor. The library budget is tracking well at 71% of the expenditures spent year to date. Overall for personnel costs we are at 72% spent, on expenditures services and supplies we are tracking at 68% for general fund accounts and 42% spent from donation fund accounts through March. On the revenues side of the budget, we are tracking at 157% received on our general fund revenues, over budget by 82% for the year.

A cost-benefit analysis report was requested of staff on the passport program to identify the net revenues received.

2. FRIENDS

a. Minutes- March

Assistant City Manager Garcia the highlights there was the membership drive. The memorandum of understanding between the City and the Friends went to City Council and was approved for execution. The donation commitment from the Friends' for next year will be \$60,045.

3. FOUNDATION UPDATE

a. Minutes- March

The items from the Foundation minutes were addressed earlier in the meeting.

4. OPERATIONS

a. Barth Room

Analyst Taber briefed the Board on the two devices that were installed in the Barth room to assist the hearing impaired.

LIBRARIAN'S REPORT

1. Statistics-March

City Librarian McDermott provided statistical detail for the month of March.

2. Programming/Services

City Librarian McDermott reported on the Public Library Association training she attended in Denver. City Librarian McDermott updated the trustees staffing changes including a plan to hire a new librarian assistant for story time.

PUBLIC WRITINGS DISTRIBUTED

There were no public writings distributed.

PUBLIC COMMENTS

There were no comments from the public.

ADJOURNMENT

The Library Board of Trustees meeting adjourned at 10:14 a.m. to the next regular meeting to be held on **MONDAY, MAY 23, 2016, at 7:30 A.M.**, in the Library Thornton Room, 1890 Huntington Drive, San Marino, California.