

**ACTION MINUTES  
SPECIAL MEETING  
OF THE SAN MARINO LIBRARY BOARD OF TRUSTEES  
MARCH 13, 2019 - 4:00 P.M.**

**CALL TO ORDER** Trustee Hollingsworth called the meeting to order at 4:12 P.M.

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**       **PRESENT:** Trustee Derry, Trustee Domier, and Trustee Hollingsworth

**ABSENT:** Chairperson Swanson, Vice Chairperson Mollno, Trustee Hsu, and Trustee Chien

**STAFF:** City Librarian McDermott and Administrative Analyst Yoo

**PUBLIC COMMENTS:**

There were no public comments at this time.

**NEW BUSINESS**

**1. Discussion of Fiscal Year 19-20 Library Budget**

City Librarian McDermott highlighted that the FY 19-20 library budget for services & supplies will remain flat, while personnel costs is still being calculated. Administrative Analyst Yoo reviewed the FY 19-20 Library Budget by each division: Administration, Adult, Children, Processing, and Circulation. Administrative Analyst Yoo highlighted that the personnel costs through all divisions will increase due to 2% COLA, step increases, and increases in minimum wage. The 101 general fund expenditures for services and supplies will remain flat, while 281 donation fund expenditures have decreased significantly due to the Friends' commitment of \$68,000 to \$50,000 for FY 19-20.

Trustee Hollingsworth raised concerns regarding Restricted Donation Funds that did not appear in the Budget presentation. Administrative Analyst Yoo reported the Restricted Donation Funds will presented at the next Trustee Meeting on March 25. Additionally the Restricted Donation Funds will be accounted separately from the Budget.

Trustee Hollingsworth suggested that staff recommend to the Friends to reinstate the Best Sellers program. If required, the Best Sellers program may need to come out of the Restricted Donation Funds and be brought up for discussion.

Trustees requested that staff provide an estimated cost of an Overdrive Advantage Account.

City Librarian McDermott presented that the Library Budget will be presented before Council on March 20 at 3:00 p.m.

**PUBLIC WRITINGS DISTRIBUTED**

There were no public writings distributed.

**PUBLIC COMMENTS**

There were no public comments at this time.

**ADJOURNMENT**

The Library Board of Trustees adjourned at 4:35 P.M. to the next regular meeting to be held on **MONDAY, March 25, 2019 at 7:30 A.M.**, in the Library Thornton Room, 1890 Huntington Drive, San Marino, California.