

**ACTION MINUTES
REGULAR MEETING
OF THE SAN MARINO LIBRARY BOARD OF TRUSTEES
MARCH 25, 2019 - 7:30 A.M.**

CALL TO ORDER Chairperson Swanson called the meeting to order at 7:31 A.M.

PLEDGE OF ALLEGIANCE

ROLL CALL **PRESENT:** Chairperson Swanson, Vice Chairperson Mollno, Trustee Chien, Trustee Derry, Trustee Domier, and Trustee Hollingsworth

ABSENT: Trustee Hsu

STAFF: City Librarian McDermott and Administrative Analyst Yoo

PUBLIC COMMENTS:

There were no public comments at this time.

APPROVAL OF MINUTES

Trustee Derry moved to approve the February 25, 2019 minutes; seconded by Trustee Domier. The motion carried unanimously by the following votes: AYES: Chairperson Swanson, Vice Chairperson Mollno, Trustees Chien, Derry, Domier, and Hollingsworth. NOES: None.

BOARD OF TRUSTEES REPORT

1. Chairperson and Trustees Reports

a. Vice Chairperson Linda Mollno and Trustee Liz Hollingsworth Reapplication

City Librarian McDermott reported Vice Chairperson Mollno and Trustee Hollingsworth will need to reapply for their 2nd term.

Trustee Hollingsworth directed staff to insert the terms of Trustees on the Library department webpage.

2. Crain Art Gallery Committee Report

There was no Crain Art Gallery Committee Report at this time.

NEW BUSINESS

1. Budget Summary

Administrative Analyst Yoo presented the Budget Summary, which was originally reported to the City Council on March 20, 2019. The Budget Summary describes the

Library's purpose, Core Functions, Fiscal Year Special Accomplishments and Objectives, and the Library's current and next Fiscal Year Budget. City staff will present Capital Projects on April 26 and in May city staff will plan to present the City Manager's proposed budget and capital improvement plan.

2. Operational Plans

City Librarian McDermott presented the Library's operational plans. The operational plans describe the Library's day-to-day operations into 6 focus areas: Collections, Circulation, Patron Services, Revenue-Generating Operations, Community Engagement, and Administration. City Librarian McDermott highlighted that the key performance indicators will eventually be posted to the City's website and updated regularly.

3. Capital Projects and Wish List

Administrative Analyst Yoo presented the Library's capital projects and wish list items. The capital projects will be presented before the City Council on April 26. The Trustees directed staff to prioritize the capital projects and wish list.

4. Plan to Close Monday, July 29, 2019 - Friday, August 2, 2019 for RFID Tagging

City Librarian McDermott reported the Library will plan to close from July 29 to August 2 for RFID tagging. At the moment, only 30% of the Library's collection has been tagged. The goal is to have everything tagged by early 2020. Trustee Hollingsworth moved to recommend to the City Council to close the Crowell Public Library from Monday, July 29, 2019 to Friday, August 2, 2019 for RFID Tagging; seconded by Trustee Domier. The motion carried unanimously by the following votes: AYES: Chairperson Swanson, Vice Chairperson Mollino, Trustees Chien, Derry, Domier, and Hollingsworth. NOES: None.

CONTINUED BUSINESS

1. Joint Meeting with Council - March 13, 2019

City Librarian McDermott appreciated the Trustees for attending and presenting about the Library at the Joint Meeting on March 13, 2019.

2. Review after Community Services Interview

City Librarian McDermott reported that the Community Services Director position has been closed with 8 potential candidates. Trustee Hollingsworth will be part of hiring process of the Community Services Director position; however, the role of the process is still being determined.

3. Serving With A Purpose - May 23, 2019

City Librarian McDermott invited Trustees to attend an upcoming conference called Serving with a Purpose on May 23, 2019.

ADMINISTRATIVE ANALYST 'S REPORT

1. Financial Budget Report

a. February - Preliminary

Administrative Analyst Yoo provided the Financial Budget Report for February. The current YTD spending for personnel is at 64%, for operations 58% and a total of 63% for General Fund expenditures.

2. Quarterly Donation Report

Administrative Analyst Yoo presented the first Quarterly Donation report, highlighting how the report was crafted and what it presents. Trustee Hollingsworth directed staff to edit the report to delineate the Reserved Donations Fund that was presented before Council.

CITY LIBRARIAN 'S REPORT

1. Friends

a. Minutes - February

Trustee Domier highlighted section 5 of Treasurer's Report, item 2 "Voted to stop keeping track of sales." City Librarian McDermott clarified the Friends will stop recording the running total of sales, but total the Friends Bookshoppe sales at the end of the day instead. Trustees also expressed concerns of the Friends moving to construct an awning in front of the Bookshoppe. City Librarian McDermott highlighted that there's been discussion with Friends to move away from the awning project since it is considered a City Capital Project.

b. Volunteer Luncheon

City Librarian McDermott reported that the Friends had a volunteer luncheon for 50 plus volunteers to appreciate their service at the Friends Bookshoppe.

2. Foundation Update

a. Minutes - February

City Librarian McDermott provided the Foundation minutes from February. The Foundation is currently looking for projects to fund for the Library, including the funding of 36 public computers.

3. Operations

a. Staffing

i. Community Services Director

City Librarian McDermott highlighted that the Community Services Director position has been closed and will likely begin in May.

ii. Part-Time Librarian I

City Librarian McDermott highlighted that the Part-Time Librarian I position has been closed March 25, 2019.

iii. Part-Time Library Assistant

City Librarian McDermott reported that there will potentially be 2 Part-Time Library Assistant openings.

iv. Summer Plans for Tera 's Maternity Leave

City Librarian McDermott reported that Librarian II Tera Torres will be on maternity leave for 12 weeks. For 6 of the weeks, a temporary Full-Time Librarian will be needed. As a contingency plan, City Librarian McDermott may need to fill-in for Librarian II Torres, especially during the Summer Reading Program.

b. Incident Report

City Librarian McDermott reported there was an incident with a hostile patron. San Marino police was contacted and the patron was escorted out of the Library.

4. Statistics - February

City Librarian McDermott highlighted that adult and juvenile circulation is trending down, while young adult circulation is trending up. Additionally, e-book and Newsbank usage has been trending up.

a. No Door Count for February and March

City Librarian McDermott reported the entrance gates have stopped keeping count of patrons coming in and out of the Library since February through March. Door counts will continue in April.

5. Programming/Services

City Librarian McDermott highlighted that the summer reading program is currently being planned.

6. Technology/Marketing

a. RFID Update

City Librarian McDermott presented 30% of the Library's materials have been tagged.

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 8:47 A.M. to the next regular meeting to be held on **MONDAY, APRIL 22, 2019 at 7:30 A.M.**, in the Library Thornton Room, 1890 Huntington Drive, San Marino, California.