

**ACTION MINUTES  
REGULAR MEETING  
OF THE SAN MARINO LIBRARY BOARD OF TRUSTEES  
APRIL 22, 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, Trustee Hollingsworth, and Trustee Hsu

**ABSENT:** None

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

**PUBLIC COMMENTS:**

There were no public comments at this time.

**APPROVAL OF MINUTES**

Trustee Domier moved to approve the March 13, 2019 minutes and the March 25, 2019 minutes as amended; seconded by Trustee Mollno. The motion carried unanimously by the following votes: AYES: Chairperson Swanson, Vice Chairperson Mollno, Trustees Chien, Derry, Domier, Hollingsworth, and Hsu. NOES: None.

**BOARD OF TRUSTEES REPORT**

**1. Chairperson and Trustees Reports**

Trustee Hollingsworth highlighted that the terms of office for each Trustee is now posted on the Library's website.

**2. Crain Art Gallery Committee Report**

Trustee Hsu presented that the Crain Art Gallery has been booked until December 31, 2019. Trustee Hsu reviewed the revenue of the Crain Art Gallery.

**NEW BUSINESS**

**1. Community Services Director Interview April 22**

City Librarian McDermott presented that the preliminary interviews will take place April 22.

**2. National Library Week**

City Librarian McDermott presented the certificate that was received at the recent City Council Meeting from April 10, 2019.

### **3. Interesting Circulation Facts**

City Librarian McDermott reported the top circulating books within the Library.

## **CONTINUED BUSINESS**

### **1. 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.

### **2. Capital Priority List**

Administrative Analyst Yoo presented the Capital Priority List. The Trustees directed staff to bring back the Capital Priority List to detail the description of each item, cost estimate, and the fiscal year to be implemented. The Trustees discussed the possibility of coordinating a joint meeting with the Friends of the Library and the Foundation of the Library for a Trustees meeting in June. Additionally, Trustees directed staff to invite the Friends and Foundation to future Trustees meeting.

Trustee Hollingsworth moved to request to Director of Parks & Public Works/City Engineer Michael Throne to assess the flooding issue at the entrance of the Friends Bookshoppe and report the issue, suggested corrections, and cost; seconded by Trustee Mollno. The motion carried unanimously by the following votes: AYES: Chairperson Swanson, Vice Chairperson Mollno, Trustees Chien, Derry, Domier, Hollingsworth, and Hsu. NOES: None.

## **ADMINISTRATIVE ANALYST 'S REPORT**

### **1. Financial Budget Report**

#### **a. March - Preliminary**

Administrative Analyst Yoo provided the Financial Budget Report for March. The current YTD spending for personnel is at 73%, for operations 64% and a total of 71% for General Fund expenditures. Additionally, for the month of March, passports was at its highest at \$27,984.52.

Trustee Hollingsworth suggested that library staff reallocate funds for prioritizing advertising passport services, increasing usage of electronic resources (ex. Overdrive), and reinstating bestsellers program.

The Trustees suggested that passport expenses be distinguished for the budget in Fiscal Year 2020-2021.

**CITY LIBRARIAN 'S REPORT**

**1. Friends**

**a. Minutes - March (n/a)**

**2. Foundation**

**a. Minutes - March (n/a)**

**3. Operations**

**a. Staffing**

**i. Community Services Director**

City Librarian McDermott highlighted that the Community Services Director position has been closed and will have interviews April 22.

**ii. Part-Time Librarian I**

City Librarian McDermott highlighted that the Part-Time Librarian I position has been closed March 25, 2019 and will have interviews May 7.

**iii. Part-Time Library Assistant**

City Librarian McDermott reported that interviews will begin May 14.

**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 at the end of May.

**b. Incident Report**

City Librarian McDermott reported there was an incident with a patron in the Young Adults area.

**4. Statistics - March**

City Librarian McDermott highlighted that Adult Circulation is up 24%, Young Adult Circulation is up 1%, and Juvenile Circulation is up 2% compared to last March. Also, Newspaper Archive is up 40% and Value Line is down 20% compared to last March. The Trustees discussed library staff should look at ways to promote electronic resources that have been circulating at lower rates.

**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 the Jazz & Swing program with 75 people in attendance, as well as the Chinese programs that have been successful.

**6. Technology/Marketing**

**a. RFID Update**

City Librarian McDermott presented 35% of the Library's materials have been tagged including all of the Juvenile books, Young Adult books, and now will start the Adult Non-Fiction books.

**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 8:55 A.M. to the next regular meeting to be held on **MONDAY, MAY 20, 2019 at 7:30 A.M.**, in the Library Thornton Room, 1890 Huntington Drive, San Marino, California.