

**MINUTES
SPECIAL MEETING
OF THE SAN MARINO LIBRARY BOARD OF TRUSTEES
FEBRUARY 22, 2021 – 8:00 A.M.
VIA ZOOM TELECONFERENCE**

CALL TO ORDER

Chairperson Hollingsworth called the meeting to order at 8:01 A.M. via Zoom.

PLEDGE OF ALLEGIANCE

Chairperson Hollingsworth led the Pledge of Allegiance.

ROLL CALL

PRESENT: Chairperson Liz Hollingsworth, Vice Chairperson Linda Mollno, Trustee Lois Derry, Trustee Steve Domier, Trustee Eldon Swanson, Alternate Genevieve Chien, and Council Liaison Mayor Ken Ude

ABSENT: None

CITY STAFF PRESENT: Community Services Director Brian Haworth, City Librarian Irene McDermott, Community Engagement Manager Amanda Fowler, Management Analyst Robert Zubiata, Circulation Services Librarian Jeff Plumley, Adult Services Librarian Rebecca Russell, and Children Services Librarian TeraTorres

PUBLIC COMMENTS

The following person(s) spoke:

None.

APPROVAL OF MINUTES

I. APPROVAL OF MINUTES

Trustee Eldon Swanson moved to approve the minutes of the Library Board of Trustees meeting on Monday, January 25, 2021; seconded by Trustee Derry. AYES: Chairperson Hollingsworth, Vice Chairperson Mollno, Trustee Derry, Trustee Domier, Trustee Swanson, Alternate Chien. NOES: None.

BOARD OF TRUSTEES REPORTS

I. CHAIRPERSON REPORT

Chairperson Hollingsworth reported the following:

The Suzy Crowell memorial project is a work in progress.

The Board's joint meeting with the City Council, scheduled for March 10, was canceled due to Zoom teleconference constraints.

The City Clerk and City Attorney have asked that all boards and commissions conducting their meetings virtually perform a roll call for motion votes. City Librarian McDermott will do and record the roll call.

Chair Hollingsworth asked that the Trustees, as representatives of the public, provide feedback to library staff on their various programs and plans.

2. TRUSTEE REPORTS

None.

3. CITY COUNCIL LIAISON REPORT

Mayor Ken Ude reported that budget season is around the corner.

4. CRAIN ART GALLERY REPORT

Vice Chairperson Mollno reminded the Board that the virtual Crain Art Gallery is featuring the works of Marian Fortunati through March. She stated that artwork sales are slower than usual, which are likely due to virtual limitations.

5. MARKETING AND PUBLICITY LIAISON REPORT

Trustee Domier reported out on a February 16 meeting with Director Haworth and City Librarian McDermott. They examined ways to get messages out to the public, such as adding publicity information to the auto-generated emails (from the library), placing signs at Lacy Park advertising bestsellers, and getting the message out that library books are now due. Staff is submitting program information to the Valentine and Carver school newsletters.

6. BUDGET AND CIP LIAISON REPORT

Chairperson Hollingsworth and Alternate Chien attended a fourth meeting with staff for this fiscal year. Analyst Zubiata shared that donations from the Friends were down significantly during the pandemic, which hurt and cut deeply the children's programs fund. The Board supported staff's very conservative spending plan but encouraged the use of \$5,000 in reserve funds for children's services books and summer programs.

There is no plan at this moment for re-opening the library, maybe not until late May, per Director Haworth. City Librarian McDermott is monitoring the situation via the California State Library.

Assistant to the City Manager Fowler announced that vaccines are not yet available to city staffers.

Vice Chair Mollno and Trustee Derry are interested in helping the Friends return to operations. Director Haworth thinks that the Friends could hold a book sale outdoors (possibly allowed under the County's protocols for retail). Director Haworth will look into this further.

7. SAN MARINO CENTER RENOVATION UPDATE REPORT

The architect is still refining renderings. Mayor Ude said he is happy to see the library and the San Marino Center becoming one campus.

Trustee Swanson asked about the construction start date. Mayor Ude advised that construction will begin in the fourth quarter (of this year). It will take about two years to complete.

ADMINISTRATIVE BUSINESS

I. DIRECTOR AND CITY LIBRARIAN UPDATE REPORT

Director Haworth presented the staff report.

With the advent of Denise Dobb's retirement, the library hired a copywriter to help with public relations on an as-needed basis.

A news release announced the Slavkin lecture. Also, an e-blast was sent regarding curbside service.

A print Community Services guide will be temporarily published bi-monthly instead of quarterly. The library is exploring in-person, outdoor programming beginning in May.

Capital improvement projects (CIP): Librarian Plumley is receiving bids on the window tinting project. The Barth AV improvement project will occur in phases with cost figures. Details will be shared at the next Board meeting.

City Librarian McDermott added to the staff report.

The Friends' online bookstore is still active and made \$97 in January. The librarians have been conservative in their spending on books. Since the start of the fiscal year in July, the library has added titles: 1,600 adult, 367 children's and 73 young adult. Ordering books is continuing. The new books are getting processed and out on the shelves.

Librarian Plumley is now the lead for library maintenance needs. He received two bids for

window tinting. He will consult Parks & Public Works and an electrician to solve library lighting problems.

Librarian Plumley is also working to remedy ongoing issues with loose tiles in the main lobby. Flag pole lighting is also being looked at by an electrician. He commented that it would be nice to illuminate the flag with a light on the existing pole.

The Library Foundation Bookmark Contest received many entries. The Foundation recently sent out a newsletter and raised \$5,400.

Chairperson Hollingsworth asked a question about the returning of books and overdue fines. What are the dates of those fines? How do you notify the public?

City Librarian McDermott answered that the library had sent emails to patrons informing them that the books are due on February 28. Finance Director Chung gave permission not to charge fines in March; however, the library will resume fines in April.

Librarian Russell noted that the Library Foundation donated funds for additional titles on "Overdrive." It's called Overdrive Advantage, which means that borrowing priority goes to (Crowell Public Library) patrons. The problem with buying titles under Advantage is that users cannot search Crowell-specific titles. Librarians are trying to strategize the best way to get the best types of titles that will be used. The Overdrive Advantage dashboard will show users' hours and what titles most checked out. Librarian Russell will explore more practical features offered by Overdrive.

Quarterly Work Plan: There was a discussion on implementing a library card that offers access only to electronic resources. Per City Librarian McDermott, September is the traditional library card sign-up month. Vice-Chair Mollno suggested August instead. McDermott will look into this suggestion.

Chair Hollingsworth commended on the design of the program guide. She suggested the program guides/lists should identify "library" and "recreation." She suggested putting the division icon next to the event listing to identify the programs offered between Library and Recreation.

Librarian McDermott announced 28 signups for the upcoming lecture program conducted by Dr. Slavkin to discuss *Covid-19 and Vaccines and Evolution of Human Immune System* on Monday, March 15, 2021, 3 p.m.

Librarian Torres reported a partnership with the (local) National Charity League, whose Tick-Tockers prepared 100 (youth) craft kits. Over 90 children signed up for the Lunar New Year kits.

Librarian Torres plans to have monthly "Take and Make" activities for children as a regular

offering this year. She held a Bingo program over Zoom in January with nineteen participants. She is planning a "Teddy Bear Sleepover" with paper doll teddy bears.

Librarian Russell started a new series called "Remember When?", a quarterly program for adults who share topics and experiences. The first one was about the "Red Car" and had nine participants. The next one will discuss the "Rose Parade."

Upcoming lectures feature a program on Betty Crocker. In a "Take-and-Make" program for adults, the month of March will see glass etching on a beer stein to celebrate St. Patrick's Day. A monthly trivia night will continue.

Vice Chair Mollno thanked Librarian Russell for the Book Club, which made her read more.

Vice Chair Mollno inquired about the Winter Reading Club. She remarked that the program is a good way to bring different generations together in one project.

Vice Chair Mollno made a motion that the Board receives and file the report, Trustee Domier seconded. In a roll call vote, apart from Trustee Derry who had left the meeting, the motion carried unanimously.

2. MANAGEMENT ANALYST'S REPORT

Analyst Zubiate presented the staff report.

He noted no significant developments through January 2021. Based on his projections, he expects the library to use up its funding for contract services, children's books, electronic resources, and memberships and dues.

Analyst Zubiate said that the library was at budget spending for electricity because, even though the library is closed to the public, we have City Hall staff using spaces in the library. There are some savings with the library's other utilities.

Adult services remains largely well-funded. Book buying has stayed within budget. The adult programming budget has been impacted because, in previous years, it was funded by donations from the Friends.

Another main concern is the children's material and programming budget, funded traditionally by donations. Some donations have come in, and the use of restricted funds has been approved. Trustee Derry donated in February, which will be reflected in the next meeting's budget monitor.

Because two part-time employees left at the end of December, Analyst Zubiate made some rough estimates for personnel spending for the rest of the fiscal year. Previously, he

forecasted that the library would spend about 83.3 percent of its funds this year. Now he has revised his figure to 80.8 percent.

Regarding CIP projects, Director Haworth and Analyst Zubiata met with Parks and Public Works to see what upgrades can be done for the Barth Community Room with the \$19,500 allocated for this year. That will cover the presentation elements of the upgrade, i.e., the projector. The audio element upgrade will happen in the second phase of the project.

3. DISCUSSION OF FY 21-22 CAPITAL IMPROVEMENT PLAN PROJECTS FOR CROWELL PUBLIC LIBRARY

The library's proposed capital improvement projects include the Thornton Conference Room display and security camera upgrade. Librarian Plumley mentioned there is potential for additional projects. These are being reviewed by Directors Haworth (Community Services) and Throne (Parks & Public Works).

Analyst Zubiata will meet with (Community Services) staff to begin the budget process. Librarians have shared information on what they would like to see in next year's budget. Zubiata said he would like to build a budget that moves away from restricted donations.

Chair Hollingsworth asked about the Friends' traditional contribution. City Librarian McDermott offered that it has been \$50,000 at least.

Chair Hollingsworth asked that if the city replaced most of the funds traditionally donated, but then the Friends came through with a mid-year donation, how would those funds be spent?

Analyst Zubiata answered that the librarians would decide (what the donation was intended to fund). Some donations are specifically targeted, while others are not.

Chair Hollingsworth wondered aloud if, after a year of closure, book shop customers will have grown accustomed to buying their books elsewhere.

Analyst Zubiata noted that it was easier to forecast that no donations would be received. If some donations come in, those could be presented to Council for authorization to spend.

Analyst Zubiata mentioned that the only change in the donations monitor is that the sections have been flipped vertically, with revenues on the top.

Library statistics have been relatively steady. Young Adult circulation has experienced an interesting spike.

Trustee Chien complemented Analyst Zubiata on his new statistics format. She asked if there was a direction from the Council regarding next year's budget.

Mayor Ude commented that there is no direction for the budget. He expressed hope that the city could return to business as usual.

Chair Hollingsworth expressed concern that, after a year of being closed to the public, that the library might lose patrons. She expressed support for maintaining the book budget to keep up interest and circulation at the library.

Trustee Domier noted the need to keep publicizing curbside pickup service.

Chair Hollingsworth commented on the demand for tax forms at the library. She said that the library is filling a need for our community.

Trustee Derry declared that, although she has been reading on her Kindle over the last year, that she wanted to get back to reading "books in hand." She expressed support for the library buying current titles.

Chair Hollingsworth thanked Trustee Derry for her donation of children's books.

Chair Hollingsworth asked for a motion to receive and file the Management Analyst report.

Vice Chair Mollno made the motion, Alternate Chien seconded. The motion passed unanimously.

WRITTEN COMMUNICATIONS OR PUBLIC WRITINGS DISTRIBUTED


None.

PUBLIC COMMENTS

None.

ADJOURNMENT

Chairperson Hollingsworth adjourned the meeting at 9:06 A.M. to a meeting on MONDAY, MARCH 22, 2021 at 8:00 a.m. to be conducted via Zoom.


IRENE MCDERMOTT
CITY LIBRARIAN