

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

**CALL TO ORDER**

Chairperson Hollingsworth called the meeting to order at 8:03 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, Circulation Services Librarian Jeff Plumley, and Adult Services Librarian Rebecca Russell.

**PUBLIC COMMENTS**

The following person(s) spoke:

None.

**APPROVAL OF MINUTES**

**I. APPROVAL OF MINUTES**

City Librarian Irene McDermott noted a mistake in the minutes as presented. From their year-end newsletter, the Foundation raised \$25,400, not \$5,400 as reported in the minutes. Their final tally was \$26,900 from the newsletter. Trustee Domier moved to approve the amended minutes of the Library Board of Trustees meeting of Monday, February 22, 2021; Trustee Derry seconded the motion. AYES: Chairperson Hollingsworth, Vice Chairperson Mollno, Trustee Derry, Trustee Domier, Trustee Swanson, Alternate Chien. NOES: None.

**BOARD OF TRUSTEES REPORTS**

**1. CHAIRPERSON REPORT**

Chair Hollingsworth asked the Trustees if they had any reports. None did.

**2. TRUSTEE REPORTS**

None.

**3. CITY COUNCIL LIAISONREPORT**

Mayor Ken Ude reported that budget season is upon us.

**4. CRAIN ART GALLERY REPORT**

None.

**5. MARKETING AND PUBLICITY LIAISON REPORT**

Trustee Domier reported that there was no publicity meeting in the last month.

**6. BUDGET AND CIP LIAISON REPORT**

Trustee Chien reported that the Budget committee did not meet last month.

**7. SAN MARINO CENTER RENOVATION UPDATE REPORT**

There was no update report on the San Marino Center Renovation.

**ADMINISTRATIVE BUSINESS**

**1. DIRECTOR AND CITY LIBRARIAN UPDATE REPORT**

San Marino Police Chief Incontro reported on plans to install an Amazon locker by the front gate of the library in order to deter thefts. Chair Hollingsworth expressed dismay about the placement of the locker. She suggested that it could be placed somewhere else in the city besides the library.

Capital improvement projects (CIP): Librarian Plumley explained that he has to rebid the window tinting project to account for window tinting being installed on the inside surface of the clerestory windows in the Reference area.

Library staff made a plan for a gradual re-opening tied to the colored tiers of the County Health Department system. Implementation of the plan hinges on approval by the City Manager. Currently, the City is closed to the public until April 30.

Library circulation doubled between January and February. Librarian Plumley attributed the rise to the advertising sign on Huntington Drive. Circulation of e-books is up slightly. It currently runs a little over 1,000 checkouts per month.

Library staff explored switching to a different e-book provider: Cloud Library. Although staff was impressed with the service, it is much more expensive than Overdrive. Librarian Russell said that she would discontinue the Gale magazine index (OneFile) which would free up

funds to purchase more Overdrive Advantage titles available exclusively to Crowell Library card holders.

Trustee Domier expressed dismay that the Friends have not met in four months and that they are not accepting donations. City Librarian McDermott explained that the Friends Bookshop is completely impacted. Vice Chair Mollno offered her assistance to help to reopen the shop when possible.

### **Quarterly Work Plan:**

Community Services Director Haworth outlined the progress on the 11 iPads for seniors program which is being funded by CDBG funds.

City Librarian McDermott outlined a program that is currently available at Arcadia Public Library for patrons to sign up online for a library card that can be used exclusively for online databases. In this model, patrons fill out a simple form online, which is then mailed to library staff. Staff makes a card and a borrower record from this information. The patron can then come to the library with proper ID to change the record from strictly electronic to one that can borrow books too.

In the name of cost savings, the library plans to make a change to its electronic resource subscriptions. Librarian Russell explained that some of our Gale databases are little used, and they cost about \$15,000 annually altogether. Some of these subscriptions will be discontinued. Instead, the library will purchase a subscription to Press Reader. This will replace Flipster and the *Los Angeles Times* through ProQuest, which will cut our current electronic resources spending in half. With the savings, we plan to purchase a subscription to Hoopla, which has books, movies and other digital content.

Librarian Russell reported on recent adult programs. There was a strong crowd for Hal Slavkin's lecture on coronavirus variants. The good attendance was probably due to advertising and that Librarian Russell personally emailed prior attendees of our Zoom classes. Librarian Russell also did some "take 'n make" programs including a beer stein glass etching kit for St. Patrick's Day. Next month, there will be a program about mixology and a "take 'n make" bird house kit. She noted that the advantage of doing programs over Zoom is that lecturers can broadcast from faraway places.

City Librarian McDermott and Librarian Russel discussed Youth Services Librarian Torres' upcoming children's programs. One was the Super Storytime Experience (in which children get a shaky egg and a scarf). She worked with Tick Tocker volunteers to assemble her St. Patrick's Day "take 'n make" and her Teddy Bear sleepover kits. Coming up: Earth Day kits and Grossology kits, which are aimed and school-aged boys.

Chair Hollingsworth suggested that single themes might guide each month of programming. For example, a program could be built around library card month, which is in September. Community Services Director Haworth noted that his monthly eblast will have an educational component, for example, how to use OverDrive.

Community Services Director Haworth discussed his approach to make certain that there is no duplication between the programs that the library and Recreation are offering, and that these programs reflect the mission statement of each division.

City Librarian McDermott reported on the free virtual Serving with Purpose Conference to be held in June. She will send the information to the Friends and the Foundation as well.

Trustee Domier commended Librarian Torres for withdrawing the controversial Dr. Seuss books from circulation for now.

Community Services Director Haworth reported on the FY 21-22 preliminary budget. It will be ready for the Board to view at April meeting. On May 9, it will go before the City Council.

Chair Hollingsworth expressed concern that the Council would take up the library budget at its April 30 meeting, which would mean that the Trustees would not have enough time to study it. Community Services Director Haworth said that he would confirm the presentation date and let the Board know if there were changes.

## **2. FINANCIAL ANALYST REPORT**

Due to the absence of Financial Analyst Zubiata, the Board was directed to view the latest Springbrook report which was included in the packet to see how the library is doing financially.

## **WRITTEN COMMUNICATIONS OR PUBLIC WRITINGS DISTRIBUTED**

None.

## **PUBLIC COMMENTS**

None.

## **ADJOURNMENT**

Chairperson Hollingsworth adjourned the meeting at 9:24 a.m. to a meeting on MONDAY, APRIL 26, 2021 at 8:00 a.m. to be conducted via Zoom.

  
IRENE MCDERMOTT  
CITY LIBRARIAN