

**MINUTES  
SPECIAL MEETING  
OF THE SAN MARINO LIBRARY BOARD OF TRUSTEES  
JUNE 28, 2021 – 8:00 A.M.  
VIA ZOOM TELECONFERENCE**

**CALL TO ORDER** Chairperson Hollingsworth called the meeting to order at 8:01 A.M. via the teleconferencing application, Zoom.

**PLEDGE OF ALLEGIANCE** Chairperson Hollingsworth led the Pledge of Allegiance

**ROLL CALL**           **PRESENT:** Chairperson Liz Hollingsworth, Trustee Lois Derry, Trustee Steve Domier, Alternate Trustee Genevieve Chien

**ABSENT:** Vice Chairperson Linda Mollno was excused.

**CITY STAFF PRESENT:** Mayor Ken Ude, Acting Community Services Director Michael Throne, City Librarian Irene McDermott, Community Engagement Manager Amanda Fowler, and Management Analyst Robert Zubiata

**PUBLIC COMMENTS**

The following person(s) spoke:

NONE

**APPROVAL OF MINUTES**

**I. APPROVAL OF MINUTES**

Chairperson Hollingsworth moved to approve the amended minutes of the Library Board of Trustees meeting of Monday, May 24, 2021; seconded by Trustee Domier. AYES: Chairperson Hollingsworth, Trustee Domier, Trustee Derry and Trustee Chien. NOES: None.

**BOARD OF TRUSTEES REPORTS**

**I. CHAIRPERSON REPORT**

Chairperson Hollingsworth reported meeting with Acting Community Services Director Michael Throne and City Librarian McDermott on June 22. She conveyed her hope of finding out more details about honoring outgoing board member Eldon Swanson and the timeline for bringing on a new board member. She expressed appreciation for the photos of the outdoor programs in the packet.

**2. TRUSTEE REPORTS**

No Trustee reports were provided at this time.

### **3. CITY COUNCIL LIAISON REPORT**

City Council Liaison Ken Ude reported that he and City Council Member Steve Talt had not met yet to decide on the new library Trustee. He said that the recruitment for the Community Services Director is underway. He noted the sensitivity needed in this position is to acknowledge the library and its board and also to spearhead the remodel of the San Marino Center. He noted that the role of the library Board of Trustees is advisory and not fiduciary. The responsibility for the library budget, programming, and personnel lies with city staff and not the Board.

Chairperson Hollingsworth requested that the city keep the library Trustees informed of movements regarding the shape of the Community Services Department as it progresses toward combining the Library and the Recreation divisions under one umbrella. She said that the library maintaining a distinct identity is important for fundraising purposes.

City Council Liaison Ken Ude concurred and said that a new Community Services Director could solidify a plan for the Community Services Department that the Board could work with.

Trustee Derry stated her opposition to the library being placed under the Community Services Department. She fears that the library's identity is being lost. City Council Liaison Ude countered that the upcoming campus would make the synergy between Recreation and the Library apparent. Trustee Domier noted that the distinction between the divisions should be approached from a marketing standpoint. Trustee Chien agreed that maintaining the identities of the two divisions would be important but difficult.

City Council Liaison Ude said that the issue is not about reducing costs but rather more efficient programming.

Chairperson Hollingsworth reported that, two years ago, the Board met Caesar Monsalve as the Interim Director. There have been five different directors of the Community Services Department in a span of two years. She says that she hopes for new, strong leadership. City Council Liaison Ude agreed, noting that the Recreation Division, in particular, has lacked leadership for six years. He hopes that the new Director will guide the department to a harmonious melding.

### **4. CRAIN ART GALLERY REPORT**

Vice Chairperson Mollno was absent, so there was no Crain Art Gallery report.

### **5. MARKETING AND PUBLICITY LIAISON REPORT**

Trustee Domier and City Librarian McDermott met the previous week about library

marketing ideas. He mentioned that the library was using social media to get information out to the public. He met Librarian Breanna Paniagua, who has been scheduling library publicity postings several times a week via Hootsuite. He would like to see a weekly email to be informed about what is coming up at the library.

Chair Hollingsworth noted that the postcards sent out by the city to publicize the Fourth of July celebration were effective. She wondered how much it would cost the library to send out similar postcards to all the households in the city. Acting Community Services Director Throne responded that the postcard mailing cost between \$6,000 and \$8,000.

## **6. BUDGET AND CIP LIAISON REPORT**

Chairperson Hollingsworth explained that the Finance Liaisons do not have a report.

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

Trustee Domier reported that the San Marino Center Renovation task force met about landscaping. He said that the landscaping plan is beautiful and sustainable. The interior also will be handsome and sustainable. Although the task force has diverse opinions, they come together to agree on the best design choices. The contractor has been willing to accept notes from the task force and make changes as needed. They are waiting for an environmental impact report. The two oak trees in front of the San Marino Center will remain.

Renderings were displayed showing both the south and the north entrances to the renovated San Marino Center.

## **ADMINISTRATIVE BUSINESS**

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

City Librarian McDermott presented the staff report.

She reported that the library re-opened to the public without incident. Also, in-person programming, held outdoors, has been successful. The statistics for the Summer Reading Club so far are in the packet. The StoryWalk will be installed soon. The Library Foundation is donating money, which will be spent on children's materials.

### **2. MANAGEMENT ANALYST'S REPORT**

Analyst Zubiata presented the staff report. He noted that the postcard printing cost was \$2,174, which includes mailing and design. The Community Services guide costs about \$3,300.

He noted that the library had maintained conservative spending in this fiscal year. Passport revenue has increased. Appointments have been booked through July. Hours are limited because of limited staff.

The new software Civic Rec has an option to accept and track donations. Analyst Zubiata added tables to the Trustee packet to track donations.

The budget has been officially adopted by the City Council. All is in place for the next fiscal year.

Chair Hollingsworth noted that two fee changes were included in the budget. Analyst Zubiata confirmed that these changes will go into effect at the beginning of September. The charge for holds will rise from \$.50 to \$1.00 and the replacement cost for damaged material will rise from \$15 to \$20.

City Librarian McDermott noted that the print subscriptions for the library were above the budgeted level because not enough funds were budgeted. It was a known issue.

City Librarian McDermott addressed the fact that no funds were spent on Chinese language materials last year due to the fact that the volunteer that usually flies to Taiwan to purchase books for the library was not able to do that during the pandemic. The library will work with her to try to purchase books through Tsai Fong, a vendor based in Houston, TX.

### **3. OLD BUSINESS: REVIEW OF CROWELL LIBRARY'S MISSION AND VISION STATEMENTS**

Chair Hollingsworth asked about the protocol for developing and approving a mission statement for the library. City Council Liaison Ude suggested that the question be tabled until the arrival of a new Community Services Director. Trustee Domier offered to assist in crafting a new mission statement for the library. Chair Hollingsworth suggested that a subcommittee be formed with two Trustees and the Council liaisons. She also recommended adding staff and Library Foundation members to the committee.

Trustee Chien suggested that ideas for the library mission statement be solicited from the public. Trustee Domier said that this would be a good idea for the Community Services Department as a whole, but that library decisions should be left to the professional staff in the library with perhaps some input from the Library Foundation.

Chair Hollingsworth said that a subcommittee would be formed. Also, she asked Mayor Ude who the final adopter would be. He said that it would fall to the City Council to approve the new mission statement. Acting Community Services Director Throne agreed, saying that after the subcommittee and the Trustees agreed on a new mission statement, it would roll up to the City Council to see how it fits in with mission statements from other departments.

Community Engagement Manager Fowler noted that the subcommittee should have no more than two Trustees to keep from violating the Brown Act. City Council Liaison Ken Ude agreed to be on the mission statement subcommittee. Trustee Domier suggested that other Trustees could offer input informally.

### **4. NEW BUSINESS: RESUMPTION OF IN-PERSON MEETINGS**

Community Engagement Manager Fowler asked the Trustees if they wanted to continue to meet via Zoom or to meet in person. Trustee Derry said that she wants to meet in person. Trustees Domier and Chien expressed no preference. The issue was deferred until a later meeting.

**WRITTEN COMMUNICATIONS OR PUBLIC WRITINGS DISTRIBUTED**

There were no public writings distributed.

**PUBLIC COMMENTS**

There were no public comments at this time.

**ADJOURNMENT**

Chairperson Hollingsworth adjourned the meeting at 8:54 A.M. to a meeting on MONDAY, JULY 26, 2021 at 8:00 a.m. to be conducted via Zoom teleconference.



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KRISTIN SHIGENAGA  
MANAGEMENT ANALYST