

**MINUTES  
SPECIAL MEETING  
OF THE SAN MARINO  
LIBRARY BOARD OF TRUSTEES  
MONDAY JULY 26, 2021 AT 8:00 A.M.  
VIA TELECONFERENCE**

**CALL TO ORDER:** Chairperson Hollingsworth called the meeting to order at 8:03 a.m. via teleconference.

**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, Alternate Genevieve Chien, and Council Liaison Mayor Ken Ude

**ABSENT:** None

**CITY STAFF PRESENT:** 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) provided comment:

- None

**APPROVAL OF MINUTES**

**I. APPROVAL OF MINUTES**

Trustee Domier moved, seconded by Trustee Derry, to approve the minutes of the Library Board of Trustees meeting of Monday, June 28, 2021.

Motion passed by the following vote:

AYES:           Chairperson Hollingsworth, Vice Chairperson Mollno, Trustee Derry, Trustee Domier  
NOES:           None  
ABSTAIN:       None  
ABSENT:        None

**BOARD OF TRUSTEES REPORTS**

**I. CHAIRPERSON REPORT**

Chairperson Hollingsworth reported meeting with City Librarian McDermott and Acting Community Services Director Throne to prepare the meeting's agenda. In order to keep the meetings of the Library Board of Trustees on the same schedule as the City Council, the Library Board of Trustees will be "going dark" in August instead of July. Chairperson Hollingsworth

requested an update on the timeline for bringing on a new trustee and on the timeline for when the City Council will honor Eldon Swanson for his service on the Library Board of Trustees. She also requested an update on the recruitment of the new Community Services Director. Chairperson Hollingsworth asked the Trustees if they had any reports. None did.

## **2. TRUSTEE REPORTS**

None.

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

Mayor Ude stated that he would bring it up to fellow Council Members and Staff to recognize Eldon Swanson for his service on the Library Board of Trustees. He said that he will work on finding a replacement for Eldon Swanson with the help of Council Member Steve Talt. Regarding the Community Services Director, he reported that a candidate has gone through the recruiting pipeline and approval of the new hire is on the City Council agenda for July 30th.

Mayor Ude reported that the FY 2021-22 budget has been approved. He went on to talk about the pressure from the state regarding housing. The City is working on a plan to be submitted by October 2021 to rezone certain sites to allow for more housing. Part of the plan might include rezoning the Stoneman School to mixed use, but he emphasized that this is just a plan to allow for more housing. Changes are not required to occur as a result of the rezoning. It just gives the property owner the opportunity to rezone for housing if desired. He also mentioned the importance of this plan. If the City does not have an approved plan, the state can come over and take over the planning and zoning department.

Vice Chairperson Mollno asked Mayor Ude if there are applicants for the Library Board of Trustees, or if they are still looking for applicants. He responded that they are still looking for applicants since only a few applications have been received.

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

Vice Chairperson Mollno spoke about an in-person meeting in the Thornton room during which they began the process of bringing on a new member to the Crain Art Gallery Board. She looks forward to having a list of upcoming in-person events. She stated that the Board will be meeting again next month, so she hopes to provide a more complete report at the next Library Board of Trustees meeting.

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

Trustee Domier reported that there was no marketing and publicity meeting this month.

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

Chairperson Hollingsworth reported that the Budget committee did not meet this month.

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

Trustee Domier reported that he did not attend the San Marino Center (SMC) meeting and asked Parks and Public Works Director Throne to provide an update. Director Throne spoke of the last meeting where they went over the preliminary results of the color subcommittee. He hopes to meet inside the SMC in August to allow the group to see the color schemes and materials for the interior of the building. The plans are past the 60% stage having already gone through the preliminary plan checks. The Environmental Impact Report (EIR) is in the administrative draft stage and should be completed sometime in September.

## **ADMINISTRATIVE BUSINESS**

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

City Librarian McDermott reported that the most significant change has been the hiring of Library staff: two Library Assistants, one part-time Librarian I, and one promotion from Library Assistant to part-time Librarian I. In addition, interviews were conducted last week for clerks and pages. She hopes to be fully staffed in the near future.

Vice Chair Mollno asked how the reopening of the Friends Book Shoppe has gone. City Librarian McDermott responded saying that she has yet to meet with them, but is aware that they made over \$800 on their first day open. She stated that people are coming in and buying books, but not enough sales are made to the point where the Friends are accepting donations. She projects that they might start accepting donations in September or October.

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

Management Analyst Zubiata presented a preliminary year-end financial report and stated that the finalized year-end financial report will be presented in September. Based on preliminary figures, passport revenue has been steadily increasing. With regards to expenditures, there are no major changes. With the library opening back up, more expenses can be expected. He noted that donations received are still low. In April, Management Analyst Zubiata reported that the library would spend approximately 79.2% of the General Fund budget, and based on preliminary year-end figures they will have spent 79%.

He clarified that there was a mistake on the Donation Monitor. Donations received by the Library in FY 2020-21 should be \$15,912, while donations spent in FY 2020-21 should be \$7,764. Therefore, \$8,147 of unspent donation money will hit the reserve fund balance.

## **OLD BUSINESS**

### **1. CROWELL PUBLIC LIBRARY'S MISSION STATEMENT**

Chairperson Hollingsworth requested that the subcommittee find a date to meet to go over the Crowell Public Library's Mission Statement. The subcommittee agreed to meet on August 4<sup>th</sup> at 9:30 a.m. via Zoom. The purpose of this meeting is to review the two existing Mission Statements and steps moving forward. The goal at the end of one or two meetings is to have a draft mission statement to bring back to the Library Board of Trustees.

**WRITTEN COMMUNICATIONS OR PUBLIC WRITINGS DISTRIBUTED**

The following person(s) provided written communications or public writings:

- None

**PUBLIC COMMENTS**

The following person(s) provided comment:

- None

**ADJOURNMENT**

Chairperson Hollingsworth adjourned the meeting at 8:26 a.m. to a meeting on Monday, September 27, 2021 at 8:00 a.m. to be conducted via teleconference.



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KRISTIN SHIGENAGA  
MANAGEMENT ANALYST