

**MINUTES
SPECIAL MEETING
OF THE SAN MARINO LIBRARY BOARD OF TRUSTEES
OCTOBER 26, 2020 – 7:30 A.M.
VIA ZOOM TELECONFERENCE**

CALL TO ORDER Chairperson Hollingsworth called the meeting to order at 7:33 A.M. via the teleconferencing application, 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, Alternate Genevieve Chien, and Council Liaison Susan Jakubowski

ABSENT: Trustee Eldon Swanson

CITY STAFF PRESENT: City Manager Marcella Marlowe, Finance Director Paul Chung, Community Services Director Brian Haworth, Parks and Public Works Director Michael Throne, City Librarian Irene McDermott, and Management Analyst Robert Zubiata

PUBLIC COMMENTS

The following person(s) spoke:
NONE

APPROVAL OF MINUTES

I. APPROVAL OF MINUTES

Trustee Domier moved to approve the minutes of the Library Board of Trustees meeting on Monday, September 28, 2020; seconded by Vice Chairperson Mollno. Vice Chairperson Mollno requested the addition of Council Liaison Susan Jakubowski to the roll call and to correct a sentence to read as the “San Marino Center with a 3-2 vote in support”; Trustee Domier moved to accept the amendment to their motion; seconded by Vice Chairperson Mollno. AYES: Chairperson Hollingsworth, Vice Chairperson Mollno, Trustee Domier, Alternate Chien. NOES: None.

BOARD OF TRUSTEES REPORTS

I. CHAIRPERSON AND TRUSTEE REPORTS

No reports were provided at this time.

2. CRAIN ART GALLERY REPORT

Vice Chairperson Mollno stated that the Crain Art Gallery is still in the process of establishing virtual exhibits. Additionally, virtual exhibits are scheduled for the months of December 2020 through January 2021 with watercolorist April Drew Foster. A link to Drew Foster's website will be provided to give a more extensive overview of the available artwork.

3. MARKETING AND PUBLICITY LIAISON REPORT

Trustee Domier met with Community Services Director Haworth and City Librarian McDermott to discuss marketing strategies for the Library and will hold monthly meetings with staff to continue these discussions. Staff will ensure that the Library is within the Carver and Valentine School newsletters, as well as social media sponsored advertisements. The Community Services Guides will be sent out in December 2020, Facebook statistics will be compiled, the Friends of the Library will conduct online book sales, and a publicity plan will be identified (particularly for the Chinese-speaking community).

Councilmember Jakubowski suggested that the Library incorporate a character or a mascot for the curbside pickup as has been done in other libraries.

4. BUDGET AND CIP LIAISON REPORT

Alternate Chien stated that they held a meeting with Director Haworth, Librarian McDermott, and Analyst Zubiata. The discussion entailed reviewing the revised statistics sheet to be unveiled at the November 2020 meeting. The focus of the new sheet is to identify the best way to present the Library's statistics.

5. CITY COUNCIL LIAISON REPORT

Councilmember Susan Jakubowski stated the Mayor passed on the County's reopening protocols for libraries but has not personally been involved in the reopening discussions.

6. SAN MARINO CENTER RENOVATION UPDATE REPORT

Trustee Domier commended the efforts of the community task force handling the San Marino Center renovation project. The task force wanted the new center to look like the Library and to be harmonious with the building's exterior architecture.

Trustee Domier explained the A-2 elevation plan for the Board. Chairperson Hollingsworth questioned if the Crowell Public Library loggia would carry over to the Center's south elevation to mimic the Schow Patio Garden which was confirmed. Vice Chairperson Mollno inquired about the rear parking to which Trustee Domier stated the currently-existing rear lot would be transformed to an outdoor patio. Vice Chairperson Mollno stated their concern that the City does not have a minimum requirement for the number of parking spaces for commercial buildings.

Trustee Domier explained the SP-I site plan for the Board and outlined that there may be discussions with San Marino Unified School District about parking lease options due to the limited City-owned parking. Vice Chairperson Mollno questioned if there was a plan to develop additional diagonal parking spots along Huntington Drive whenever the oaks trees in front of the Center eventually die. Councilmember Jakubowski stated that the City's urban forester can specifically test those trees to determine their longevity to which Parks and Public Works Director Throne added that the process began a month ago and a report is in development. Trustee Domier then stated that the wall between the Library and the Center would be removed to create a concrete seating area between the facilities. Vice Chairperson Mollno requested that the area not only have steps but also have ramps to make the seating area ADA-compliant. Trustee Domier would take this suggestion to the task force for their review. Chairperson Hollingsworth also suggested that any outdoor furnishings should also match those at the Library to create a harmonious flow and to be able to be exchanged between the facilities.

Trustee Domier explained the A-I Floor Plan. The storage cabinets in the largest multipurpose room will be eliminated with a greater focus to utilize the outdoor office as storage to maximize the usable space in the multipurpose room. Chairperson Hollingsworth inquired on the Friends book storage area currently in the Center. Trustee Domier stated this storage will need to be emptied during the renovation and there is uncertainty if that storage will return once the renovation is complete. In addition, Chairperson Hollingsworth requested that all of the bathroom fixtures should be touchless.

Chairperson Hollingsworth asked on the ongoing job of the task force. Trustee Domier stated City Manager Marlowe has the members of the task force on hold for Thursdays until further notice.

ADMINISTRATIVE BUSINESS

I. CITY LIBRARIAN'S REPORT

City Librarian McDermott presented the staff report and addressed Chairperson Hollingsworth's question on the actual number of circulated materials.

2. MANAGEMENT ANALYST'S REPORT

Analyst Zubiante presented the staff report.

Chairperson Hollingsworth asked about the available funding for Children's Services, with a \$5,000 donation to be reported on at the November meeting and an anticipated donation from the MacFarland Foundation in December.

Chairperson Hollingsworth asked about StoryWalk and the affiliated funding for that project. Director Throne stated that installation of the StoryWalk posts is under discussion; however, Chairperson Hollingsworth stated that it may be wise to hold off on

installation to divert funding to support Children's Services. Chairperson Hollingsworth also suggested that staff should survey families to determine if StoryWalk should be installed now or later. The Board concurred that StoryWalk funding should be reallocated for Children's Services. City Manager Marlowe emphasized that a polling group of young families may be developed with assistance from Community Services Director Haworth to get feedback on the Library's programs and expenses. City Manager Marlowe will review the Board's request to move the StoryWalk funding to support Children's Services.

CONTINUED BUSINESS

I. UPDATE ON THE LIBRARY'S RESPONSE TO COVID-19

City Librarian McDermott stated that libraries within LA County are permitted to open for in-person services but at 25% capacity. However, most area libraries are opting not to open and the Crowell Public Library is not anticipating to reopen anytime soon. Reopening for the Library is done in consultation with the City Manager.

City Manager Marlowe stated there is no intention to reopen the library anytime soon. The City is not comfortable with the protocols issued by the County as they do not give policing power to staff should members of the public choose to not abide with COVID-19 guidelines. City Librarian McDermott noted that it is a possibility to have a hybrid system of running curbside and in-person services but on alternating days. Chairperson Hollingsworth requested that the City Librarian return with a detailed reopening plan at the Board's November meeting, to include revised reopening hours.

Staff also confirmed that COVID-19 supplies are not coming from the Library's budget, but rather from the City's reimbursable COVID account.

2. DISCUSSION OF MAINTENANCE SCHEDULE AND CAPITAL IMPROVEMENT PLAN PROJECTS FOR THE CROWELL PUBLIC LIBRARY

Analyst Zubiante introduced the discussion and Director Haworth summarized a new CIP document provided to the Board. Director Throne elaborated on the CIP document and emphasized that the City is on schedule to complete all of the Library's CIP projects this fiscal year. However, it is challenging to find bidders for small-budget projects particularly when accounting for prevailing-wage requirements. The City's purchasing ordinance also impedes staff's ability to quickly execute projects.

The flooding in front of the Friends Bookshoppe was addressed with a new drain installed as opposed to redoing the sidewalk, which was a cost-saving method.

Director Throne is looking at bringing in already-existing city contractors to potentially complete the Library's CIP projects and it is expected that all the projects will be completed before summer 2021.

The computer room renovation project will be addressed after the design for the San Marino Center renovation is finalized. Interior painting for the Library will be incorporated in the City's operating budget. The Board was advised to send requests for future CIP projects to Director Haworth and Analyst Zubiata in preparation for the FY 21-22 budget process.

Vice Chairperson Mollno questioned the computer room renovation project since there are uncertainties regarding the utilization of spaces post-COVID. Vice Chairperson Mollno also understands the efficiencies relating to tying the Barth lighting upgrades with the Center renovation project; however, expressed concern that if the Center renovations are delayed then that may delay the lighting upgrades.

Chairperson Hollingsworth concurred with Vice Chairperson Mollno on the computer room renovation project and asked for Director Throne to return to the Board prior to moving forward with the project. Chairperson Hollingsworth then addressed the Barth Community Room Audio/Visual upgrade project in which previous bids were over budget. Director Throne will revisit the RFP for this project to revisit the costs associated. Director Throne will return to the Board if funding is found to be insufficient. Chairperson Hollingsworth finally addressed interior painting for the Library with the intention that painting was ongoing routine maintenance, not a CIP item. Director Throne replied by stating that some of the interior painting has been done in-house; however, more extensive painting will require contractors as that involves scaffolding or more intricate equipment. Director Throne will discuss this with the Finance Director to find the most fitting funding source for this activity. Director Haworth will conduct a walkthrough of the Library with Director Throne to identify maintenance priority areas.

Trustee Domier asked for clarification on the drain installed by the Friends Bookshoppe to which Director Throne responded.

Director Haworth sought direction from the Board if members wanted the computer room renovation project to be brought back for further discussion. City Manager Marlowe stated that the funding set aside for this project can only be spent on other CIP projects and cannot be moved to the operating budget. Director Haworth will bring this item back to the November meeting for a motion from the Board.

NEW BUSINESS

1. INTRODUCTION OF COMMUNITY SERVICES DIRECTOR BRIAN HAWORTH

Chairperson Hollingsworth introduced Community Services Director Brian Haworth.

2. REVIEW OF THE LIBRARY'S RESTRICTED DONATIONS RESERVES FUND BALANCE

Analyst Zubiante introduced the discussion and summarized the staff report. City Librarian McDermott summarized the typical funding received from donations and the lack of funding now as a result of COVID-19. The Library intends on putting together kits for children and stated that plans for new donations would be to spend 70% of donations on books then 30% on program supplies.

Vice Chairperson Mollno asked if the Wish List can be brought back to support Children's Services and what delays may arise when receiving donations. City Manager Marlowe said using the Wish List is a possibility and the only delays staff may face is the scheduling to bring donations to the City Council to be approved.

Chairperson Hollingsworth reviewed the staff report attachments in more detail. Chairperson Hollingsworth identified the following funding amounts: \$3,000 from the General Fund, \$5,000 from a Friends donation, \$4,000 from the MacFarland Foundation, and \$5,000 from the Restricted Donations Reserves. Chairperson Hollingsworth sought confirmation that these funds could be utilized for Children's Services and City Manager Marlowe confirmed. City Manager Marlowe did not confirm moving \$6,000 from StoryWalk to Children's Services at this time. The Board concurred with this action.

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 9:35 A.M. to a Special Meeting on MONDAY, NOVEMBER 23, 2020 AT 7:30 A.M. to be conducted via Zoom teleconference.



KRISTIN SHIGENAGA
MANAGEMENT ANALYST