

**ACTION MINUTES
REGULAR MEETING
OF THE SAN MARINO LIBRARY BOARD OF TRUSTEES
FEBRUARY 26, 2018 - 7:30 A.M.**

CALL TO ORDER Chairperson Hollingsworth called the meeting to order at 7:32 A.M.

PLEDGE OF ALLEGIANCE

ROLL CALL **PRESENT:** Chairperson Hollingsworth, Vice Chairperson Swanson, Trustees Boegh, Chien (arrived at 7:40 A.M.), Derry, Hsu (arrived at 7:33 A.M.) and Mollno

ABSENT: None

STAFF: City Librarian McDermott and Administrative Analyst Yoo

PUBLIC COMMENTS:

There were no public comments at this time.

APPROVAL OF MINUTES

Trustee Boegh moved to approve the January 22, 2018 minutes; seconded by Trustee Mollno. The motion carried unanimously by the following votes: AYES: Chairperson Hollingsworth, Vice Chairperson Swanson, Trustees Boegh, Derry and Mollno. NOES: None.

BOARD OF TRUSTEES REPORT

1. Chairperson and Trustees Reports

Chairperson Hollingsworth reported on the success of the library's Ten Year Anniversary on January 27, 2018. Over 1,300 people attended throughout the day. The coordinator of the event, Cindy Chan, was commended for her work and a letter of appreciation was signed by the Board of Trustees.

2. Crain Art Gallery Committee Report

Trustee Hsu reported she scheduled a new exhibit for April 14 to May 25, 2018. The exhibit will feature traditional Chinese brush painting by Ken Teh. There will also be a reception on March 3, 2018 from 2:00 p.m. to 4:00 p.m. for the current artwork of Karen Hochman Brown. Ms. Brown will also demonstrate how she creates her art pieces on March 11 and March 24 from 2:00 p.m. to 4:00 p.m. Trustee Hsu reported a number of art pieces have been purchased by various patrons. Trustee Hsu reported \$300.00 will be spent for replacing light fixtures and \$250.00 for course DVDs.

NEW BUSINESS

1. Serving with a Purpose

City Librarian McDermott presented that *Serving with a Purpose*, a conference for Library Friends, Trustees, Foundations and staff will be coming up on Wednesday, May 2, 2018 from 9:00 a.m. to 4:00 p.m. Trustees Boegh and Tsu have attended, and expressed how worthwhile the event is to participate in.

2. City Council Meeting March 14, 5:00 p.m.

Chairperson Hollingsworth presented that a joint City Council Meeting will take place on Wednesday, March 14, 5:00 p.m. In preparation for the meeting, Chairperson Hollingsworth created a list of topics to discuss before City Council. Trustee Swanson will discuss the RFID system. Trustee Hsu will discuss a year-end report regarding the Crain Art Gallery. Trustee Mollno will discuss the various Adult and Children programs from the library. Trustee Derry will discuss informational facts about the library. Trustee Chien will discuss the activities the library organizes to reach out to the Chinese community. Chairperson Hollingsworth and Trustee Boegh will discuss passport services and the strategic goals of the library.

3. Strategic Goals Update

Chairperson Hollingsworth expressed the need to review the strategic goals of the library's strategic plan.

City Librarian McDermott presented that during the previous fiscal year, through the collaboration between library staff and former Assistant City Manager Lucy Garcia, they developed a strategic plan for 2016 to 2021.

City Librarian McDermott presented and the Board of Trustees reviewed the following strategic goals:

1. Provide collection, programs, and services consistent with the needs / expectation of the community
2. Develop and deliver outstanding services
3. Implement efficient operations and secure financial support
4. Raise library awareness and visibility
5. Analyze ways to continually improve, excel, and maintain top ranking

The Board of Trustees discussed to revisit the strategic goals and make any necessary changes on a yearly basis. Chairperson Hollingsworth noted that a google doc format of the strategic goals is made available to all Trustees and can make notes throughout the year.

4. Trustee Calendar Update

Chairperson Hollingsworth presented the most updated Trustee Calendar that adjusted the Board of Trustees meeting in May from Monday, May 28, 2018 to Monday, May 21, 2018.

CONTINUED BUSINESS

1. RFID Update

Administrative Analyst Yoo reported that progress has been made, as MK Solutions sent out two forms that lay the foundation for the installation of the RFID system. A meeting has been scheduled with MK Solutions on March 6, 2018 at 10:00 a.m. to discuss deadlines and questions about the process of installing the RFID system. Trustee Swanson emphasized the helpfulness of the RFID system, as it expedites the check in and check out process for patrons.

2. Bookmark Contest Winners

City Librarian McDermott reported that the Bookmark Contest Winners were recognized during the library's Ten Year Anniversary and awarded \$100 each. Over 100 entries were reported for 9 year olds and above. City Librarian McDermott stated that there are three sponsors, which include the Chinese School of San Marino, The Chang Group, and Sky Vision Insurance Agency. The sponsorship costs \$3,000 and provides a great source of advertising.

CITY LIBRARIAN'S REPORT

1. City: Strategic Plan

City Librarian McDermott presented that the City Council is in the process of developing a strategic plan in order to give direction to the various departments within the City. The City has hired a consultant and will be used to figure out the core values and goals the City would like to pursue. Council Member Gretchen Shepherd Romey stated that the City held two community meetings on February 14 and 15. The numbers were fairly low because of factors related to school schedule and the holiday. As a result, the City is in the process of sending out survey questions in English and Mandarin, which will be made available online.

Council Member Shepherd Romey stated that developing strategic goals through the process of surveying the community should provide measureable goals the Board of Trustees can work toward. Council Member Shepherd Romey and Council Member Ude encouraged the Board of Trustees to send over any ideas and goals directly to Council Members in order to reflect the library's roles and responsibilities within the strategic plan.

2. Newspaper Checkout

City Librarian McDermott presented that the library policy for newspaper use had to be changed because they were not being returned. As a result, newspapers will now be kept at the reference desk and be checked out in hour intervals. The added benefit of a check out system is that the library now can see which newspapers are in demand, and order additional newspapers accordingly.

3. Transient Ban

City Librarian McDermott reported that the library banned a transient on February 9, 2018 due to lewd conduct. The violation was recorded on camera. This particular transient was also caught using marijuana behind the library two weeks before.

4. Form 700 Due March 29, 2018

City Librarian McDermott reported that the Board of Trustees are required to turn in Form 700 by March 29, 2018. Form 700 details whether the Trustees may have any stock holdings, investments, etc. associated with the City of San Marino.

5. Chinese Club Grants

City Librarian McDermott presented that the Chinese School of San Marino donated \$3,000 to the San Marino Public Library Foundation to sponsor the bookmark contest. The Chinese Club donated \$2,000 to the library for the purpose of purchasing adult and children Chinese books.

6. Federal Government Budget for Libraries

City Librarian McDermott presented Library Services and Technology Act (LSTA) funds within the federal budget will no longer be made available. However, the Crowell Public Library will not be impacted by these changes since the library did not qualify for the fund in the first place.

7. Financial Budget Report – January (Preliminary)

Administrative Analyst Yoo presented the preliminary January Budget Report for FY17-18. According to the budget, January 2018 spending is estimated to be at 58%. Personnel spending is at 57%. Trustee Boegh posed a question as to why the spending for personnel benefits is at 68%. Administrative Analyst Yoo stated the spending for personnel benefits is significantly higher than the estimated 58% due to PERS unfunded liability costs that were spent in July 2017. Typically, PERS unfunded liability costs are paid through the course of the fiscal year; however, in order to save money the finance department had decided to pay the majority of the costs during the beginning of FY 17-18. Administrative Analyst Yoo stated he is unsure whether the previous analyst accounted for the increase in health benefits during the 2018 calendar year. Chairperson Hollingsworth emphasized that increases in health benefits should be accounted for during the budget process, and to make sure to discuss it during the upcoming budget planning process.

Administrative Analyst Yoo indicated in the operational expenditures there were a number of items that were misallocated, and assured the Trustees the misallocation will be corrected. Aside from the misallocation, operational spending is at 53%.

In the restricted funds section, the down payment of the RFID system was misallocated as well, and will be corrected into its corresponding account code. The revenue from passport services was higher than expected during the month of January at \$17,681. The higher revenue during the month of January may be due to it being the beginning of the New Year and according to the school vacation period.

Council Member Shepherd Romey highlighted that the Restricted Donations Fund was significantly lower than FY 16-17. Trustee Boegh indicated donations can come at unpredictable times during the fiscal year, but the Restricted Donations Fund should be higher during the course of the fiscal year.

8. Friends

a. Minutes – January

City Librarian McDermott presented the minutes of the Friends meeting on January 16, 2018. Board Member Christine Shannon has decided to resign due to her moving from San Marino to Arizona. City Librarian McDermott highlighted that the Friends have sent out a fundraising letter during the last week of February.

9. Foundation Update

a. Minutes – January – Not available at this time due to lack of quorum

City Librarian McDermott highlighted that the Foundation has raised lower amounts compared to previous fiscal years, largely due to the fact that Delicious Destinations had not taken place this year. The Foundation is now focused on establishing an endowment and planned giving for the library.

10. Operations

a. New Sofa in the Lounge

City Librarian McDermott reported that an anonymous donor gave \$600 to the library in order to purchase a new sofa in the staff lounge, which was purchased from Futon City.

b. Staff completed Passport Acceptance Refresher Training

City Librarian McDermott reported that a number of library staff completed an extensive passport acceptance refresher training.

11. Statistics – January

City Librarian McDermott presented the library statistics for the month of January 2018. City Librarian McDermott highlighted that room rentals and library programming in the Barth Community room have decreased compared to last year; front door activity has increased 12% overall; circulation has decreased over the last year; total adult, young adult and juvenile circulation has decreased; electronic access has steadily increased; Flipster, accessible through electronic devices, has increased; GALE databases have increased, including the newspaper database; Newsbank has increased; and the number of unique visitors decreased to 3,000.

City Librarian McDermott noted that passport revenues have decreased, and materials that were processed have slightly decreased.

12. Programming/Services

City Librarian McDermott presented the list of programs that were available for the months of January and February 2018.

13. Technology/Marketing

City Librarian McDermott highlighted that the library attempted to preprocess books through Ingram; however, the books were preprocessed incorrectly. The library will not attempt to preprocess through Ingram, rather attempt with a different company, Baker & Taylor.

City Librarian McDermott also highlighted that the Women's Club has decided to purchase Tutor.com for the library. City Librarian McDermott reported Library Assistant Dobbs will promote the program.

PUBLIC WRITINGS DISTRIBUTED

There were no public writings distributed.

PUBLIC COMMENTS

There were no public comments at this time.

ADJOURNMENT

The Library Board of Trustees adjourned at 9:06 a.m. to the next regular meeting to be held on **MONDAY, March 26, 2018 at 7:30 A.M.**, in the Library Thornton Room, 1890 Huntington Drive, San Marino, California.