

**ACTION MINUTES
REGULAR MEETING
OF THE SAN MARINO LIBRARY BOARD OF TRUSTEES
APRIL 23, 2018 - 7:30 A.M.**

CALL TO ORDER Vice Chairperson called the meeting to order at 7:30 A.M.

PLEDGE OF ALLEGIANCE

ROLL CALL **PRESENT:** Vice Chairperson Swanson, Trustees Boegh, Chien (arrived at 7:50 A.M.), Derry, Hsu and Mollno

ABSENT: Chairperson Liz Hollingsworth

STAFF: City Librarian McDermott and Administrative Analyst Yoo

PUBLIC COMMENTS:

There were no public comments at this time.

APPROVAL OF MINUTES

Trustee Derry moved to approve the February 26, 2018 minutes; seconded by Trustee Hsu. The motion carried unanimously by the following votes: AYES: Vice Chairperson Swanson, Trustees Boegh, Derry, Hsu and Mollno. NOES: None.

BOARD OF TRUSTEES REPORT

1. Chairperson and Trustees Reports

There were no Chairperson and Trustees Reports presented at this time.

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. Trustee Hsu presented that on June 2 to July 13, 2018 a new exhibit will be featured by Elena Piedra regarding mixed media. Future artists' schedules are being finalized through next year.

NEW BUSINESS

1. National Library Week – April 8 – 14

City Librarian McDermott presented that the City Council recognized National Library Week at their recent Council Meeting. Additionally, a display was placed in the library recognizing National Library Week.

2. New Trustees to be Chosen

City Librarian McDermott reported that on Thursday, April 26, 2018, Council Liaisons Ken Ude and Gretchen Shepherd Romey along with City Librarian McDermott will interview new Trustee candidates and Trustee alternates, including Vice Chairperson Eldon Swanson and Trustee Lois Derry to become full voting members. There are two openings for Trustees and were announced to the public.

3. Ethics and Brown Act Online

City Librarian McDermott reported that Trustees will have an opportunity to go through an ethics and Brown Act online training, which City Librarian McDermott will notify at a later time.

4. City Training on May 1

a. Sexual Harassment

City Librarian McDermott reported that Trustees will be required to attend a Sexual Harassment training on May 1.

5. Library Trustee Meetings

City Librarian McDermott presented that there are no particular rules regarding how many times Commissions or Committees need to meet during any given year. In terms of the number of Trustees needing to be present for a quorum is half plus one, which would be three Trustees.

CONTINUED BUSINESS

1. Serving with Purpose – Wednesday, May 2

City Librarian McDermott reminded the Trustees of the upcoming conference.

2. RFID Update

Administrative Analyst Yoo reported that progress has been made, as MK Solutions have been in communication with the city's IT vendor, SLK and the library's ILS vendor, Koha in order to coordinate the installation of the RFID software system. As for RFID materials, the shipment has come into MK Solutions and are awaiting for final materials to come in. Administrative Analyst Yoo will further coordinate with MK Solutions to schedule an installation day of the RFID system.

CITY LIBRARIAN'S REPORT

1. City:

a. Strategic Plan

City Librarian McDermott presented that the City Council with the City's leadership team have finished developing a strategic plan for the City and will be presented at the upcoming City Council meeting on Friday, April 27, 2018.

b. Timeline for FY18-19 Budget Development

Administrative Analyst Yoo presented that he and City Librarian McDermott have been in communication with Finance Director Josh Betta in order to draft an initial budget for the Library Department for Fiscal Year 2018-19. Internally, Administrative Analyst Yoo has met with the four divisions of the Library Department and has put together an initial draft of the budget that was sent to Finance Director Betta. Administrative Analyst Yoo highlighted that the upcoming Fiscal Year Budget 2018-19 will be adopted in August of 2018.

At 7:50 a.m., Trustee Chien arrived to the meeting.

2. Financial Budget Report – February, March (Preliminary)

Administrative Analyst Yoo presented the February and preliminary March Budget Report for FY17-18. According to the budget, by March 2018 spending is estimated to be at 75%. However, Personnel expenditures total to 71%, Operations expenditures total to 67%, and total expenditures total to 70%. Regarding Restricted Donations expenditures total to 60%, for a grand total of expenditures at 69%.

Administrative Analyst Yoo highlighted revenues that came in during February and March, particularly the passport revenues during March which totaled \$22,750.

3. Friends

a. Minutes – February and March

City Librarian McDermott presented the minutes of the Friends meetings for February and March. City Librarian McDermott highlighted that the Friends are planning to have a Comic Book sale during May 19 to 20.

4. Foundation Update

a. Minutes – January, February and March

City Librarian McDermott presented the minutes of the Foundation meetings for January, February and March. The Foundation is in the process of setting up an endowment and have met with consultants to figure out the best approach. Delicious Destinations will no longer take place as it took tremendous amount of work and time.

5. Operations

a. City Club Presentation

City Librarian McDermott reported that she gave a presentation at a recent City Club meeting regarding the RFID system, as well as the history of RFID.

b. Summer Intern

City Librarian McDermott presented that the library will be recruiting an intern for the children's summer reading program. The intern will not be paid.

6. Statistics – February, March

City Librarian McDermott presented the library statistics for the months of February and March. City Librarian McDermott highlighted that room rentals and library programming in the Barth Community room have decreased compared to last year. The Trustees discussed ways to increase the room rentals and how to make the room rental process easier.

City Librarian McDermott highlighted that the front door activity has increased 3% overall; circulation has decreased over the last year; total adult, young adult and juvenile circulation have decreased; electronic access has steadily increased; Flipster has increased; GALE databases have increased, including the newspaper database; Newsbank has increased; and the number of unique visitors decreased to 42,558 YTD. City Librarian McDermott noted that passport revenues have decreased, and materials that were processed have slightly decreased.

7. Programming/Services

City Librarian McDermott presented the list of programs that were available for the months of February and March 2018. City Librarian McDermott highlighted that on Easter weekend the library processed a large number of passports due to the increase in passport fees. Additionally, the Baby Storytime program led by Librarian II Tera Torres has seen an increase in the number of families attending.

City Librarian McDermott highlighted a special program for the month of May, where the library will hold a Royal Tea Party for the marriage of Prince Harry on May 12, 2018 from 3:30 p.m. to 4:30 p.m.

8. Technology/Marketing

a. Women's Club: Tutor.com

City Librarian McDermott presented that the Women's Club donated \$3,000 to the library. The donation will be used for Tutor.com. Tutor.com allows students to get 1-on-1 help on homework online and the payment will be good for a 1-year subscription.

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 8:25 a.m. to the next regular meeting to be held on **MONDAY, May 21, 2018 at 7:30 A.M.**, in the Library Thornton Room, 1890 Huntington Drive, San Marino, California.