

**ACTION MINUTES  
REGULAR MEETING  
OF THE SAN MARINO LIBRARY BOARD OF TRUSTEES  
MAY 21, 2018 - 7:30 A.M.**

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

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**       **PRESENT:** Chairperson Hollingsworth, Vice Chairperson Swanson, Trustees Boegh, Chien (arrived at 7:38 A.M.), Derry, Hsu 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 Tsu moved to approve the April 23, 2018 minutes; seconded by Vice Chairperson Swanson. The motion carried unanimously by the following votes: AYES: Chairperson Hollingsworth, Vice Chairperson Swanson, Trustees Boegh, Derry, Hsu and Mollno. NOES: None.

**BOARD OF TRUSTEES REPORT**

**1. Chairperson and Trustees Reports**

Chairperson Hollingsworth presented that all Trustees are required to complete a Sexual Harassment Training. If Trustees have a certification of Sexual Harassment Training from another institution, it may qualify Trustees to have completed the City's Sexual Harassment Training requirement.

Trustee Hsu presented her experience attending the Serving with a Purpose conference. The conference focused on being relevant and serving the unique needs of the surrounding community.

At 7:38 a.m., Trustee Chien arrived to the meeting.

**2. Crain Art Gallery Committee Report**

Trustee Hsu reported the latest on the Crain Art Gallery. Trustee Hsu indicated that Karen Hochman Brown's exhibit was unable to sell any pieces; however it was well attended, and Ken Teh's exhibit included 80 plus people. The next scheduled exhibit will be by Elena Peidra from June 2 – July 13, 2018. There are currently two open slots from July 21 – November 3, 2018.

**NEW BUSINESS**

### **1. New Trustees Approved**

City Librarian McDermott presented that two new Alternate Trustees, Stephen Domier and Genevieve Chien, were appointed at the May 9, 2018 Regular City Council Meeting. Additionally, current Alternate Trustees, Lois Derry and Eldon Swanson, were appointment to Regular Trustees.

### **2. Outgoing Board Members to be Honored at the June 13 City Council Meeting**

City Librarian McDermott presented that Trustees Boegh and Chien will be honored at the June 13, 2018 City Council Meeting.

### **3. Training for New Trustees**

Chairperson Hollingsworth presented that the new Trustees will be orientated to the roles and responsibilities through the City Librarian McDermott. Trustees suggested differed ways the new Trustees can orient themselves quickly to the Board of Trustees meetings.

### **4. Study Room Rules of Use Policy**

City Librarian McDermott presented the latest Study Room Rules of Use Policy in order to clarify any confusion patrons may have in using and reserving Study Rooms. Trustee Mollno amended the first clause to read, "Study rooms are available on a first come, first served basis as assigned by the reference librarian at the time of sign-in." Trustee Boegh moved to approve the Study Room Rules of Use Policy; seconded by Trustee Derry. The motion carried unanimously by the following vote: AYES: Chairperson Hollingsworth, Vice Chairperson Swanson, Trustee Boegh, Trustee Chien, Trustee Derry, Trustee Hsu, and Trustee Mollno. NOES: None.

## **CONTINUED BUSINESS**

### **1. Ethics and Brown Act, Online TBA**

City Librarian McDermott reported that the Ethics and Brown Act training will take place online, and have not been scheduled at the moment.

## **CITY LIBRARIAN'S REPORT**

### **1. City: Operating Metrics**

City Librarian McDermott presented that the library will be required to produce a set of operating metrics going forward. This will be concurrent with the Strategic Plan the Council had formed months earlier. The operating metrics for the library will focus on the reports the librarian sends to the state annually.

### **2. City Librarian: Absent for June Trustee Meeting**

City Librarian McDermott reported that she and Librarian II Tera Torres will be attending the American Library Association Conference in New Orleans. As a result, City Librarian McDermott will be missing for the June 25 meeting and will be reschedule for June 18, 2018.

Chairperson Hollingsworth moved to fund the complete expenses that will be incurred for the American Library Association Conference for both City Librarian McDermott and Librarian II Torres; seconded by Trustee Boegh. The motion carried unanimously by the following vote: AYES: Chairperson Hollingsworth, Vice Chairperson Swanson, Trustee Boegh, Trustee Chien, Trustee Derry, Trustee Hsu, and Trustee Mollno. NOES: None.

### **3. Financial Budget Report – April (Preliminary)**

Administrative Analyst Yoo presented the preliminary April Budget Report for FY17-18. According to the budget, by April 2018 spending is estimated to be at 83.3%. However, Personnel expenditures total to 78%, Operations expenditures total to 76%, and total expenditures total to 78%. Regarding Restricted Donations expenditures total to 63%, for a grand total of expenditures at 77%.

Administrative Analyst Yoo highlighted revenues that came in during April, particularly the passport revenues during April which totaled \$30,673. City Librarian speculated the increased in revenue due to the summer months approaching.

### **4. Friends**

#### **a. Minutes – April**

City Librarian McDermott presented the minutes of the Friends meetings for April. City Librarian McDermott highlighted that the Friends had a Comic Book sale during May 19 to May 20. Trustee Boegh highlighted the Friends of the Library had made \$500.

### **5. Foundation Update**

#### **a. Minutes – April**

City Librarian McDermott presented the minutes of the Foundation meetings for April. The Foundation is in the process of setting up an endowment. Delicious Destinations will no longer take place as it took tremendous amount of work and time. City Librarian McDermott reported the Foundation will send out mailers to have a subscription type of fundraising campaign.

### **6. Operations**

#### **a. USB Ports Replaced on Adult Internet Access Computers**

City Librarian McDermott reported the USB ports were replaced at the Adult Internet Access Computers.

**7. Statistics – April**

City Librarian McDermott presented the library statistics for the months of April. City Librarian McDermott highlighted the increase Newspaper Archive usage and Circulation has been on a decline.

**8. Programming/Services**

**a. Summer Reading Club**

City Librarian McDermott reported that this year's Summer Reading Club theme is called "Reading Takes You Places" and will start June 4, 2018. Librarian II Torres visited schools in the San Marino School District and promoted the upcoming Summer Reading Club.

**b. Summer Intern Volunteer**

City Librarian McDermott reported the library hired a Summer Intern, Angie So from Loyola Marymount University and will start at the end of May and last throughout summer. Angie will work with Librarian II Torres, primarily assisting Librarian II Torres with the Summer Reading Club.

**9. Technology/Marketing**

**a. RFID Equipment Scheduled to Arrive Week of May 21**

Administrative Analyst Yoo highlighted that the RFID project has been making positive progress and speculated that the installation process should take place next month in June.

**10. Special Presentation**

Chairperson Hollingsworth recognized Trustee Boegh and Trustee Chien for their time and commitment for the past 9 years of service. City Librarian McDermott presented Trustee Boegh and Trustee Chien with books that will be added into the library's circulation with their names placed in them.

**PUBLIC WRITINGS DISTRIBUTED**

There were no public writings distributed.

**PUBLIC COMMENTS**

There were no public comments at this time.

**ADJOURNMENT**

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The Library Board of Trustees adjourned at 8:46 a.m. to the next regular meeting to be held on **MONDAY, June 18, 2018 at 7:30 A.M.**, in the Library Thornton Room, 1890 Huntington Drive, San Marino, California.