

**ACTION MINUTES  
REGULAR MEETING  
OF THE SAN MARINO LIBRARY BOARD OF TRUSTEES  
SEPTEMBER 24, 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 Chien, Domier, and Mollno (arrived at 7:33 a.m.)

**ABSENT:** Trustees Derry and Hsu

**STAFF:** City Librarian McDermott and Administrative Analyst Yoo

**PUBLIC COMMENTS:**

There were no public comments at this time.

**APPROVAL OF MINUTES**

Trustee Domier moved to approve the August 27, 2018 minutes; seconded by Trustee Chien. The motion carried unanimously by the following votes: AYES: Chairperson Hollingsworth, Vice Chairperson Swanson, Trustees Chien, Domier, and Mollno. NOES: None.

**BOARD OF TRUSTEES REPORT**

**1. Chairperson and Trustees Reports**

Chairperson Hollingsworth reported that she met with Finance Director Josh Betta to discuss the City's Donation Policy, which will be further discussed in the Continued Business portion of the Agenda.

The Board of Trustees discussed ways to support the Library Foundation's Power of 10 campaign.

**2. Crain Art Gallery Committee Report**

Chairperson Hollingsworth reported that Ali Tam has been scheduled for Chinese Brush Paintings. Chairperson Hollingsworth highlighted the upcoming exhibit of Rayma Gorjans from November 10 to December 29. The reception is expected to take place on December 2 from 2 p.m. to 4 p.m. Additionally, from January 5 to February 15 there will be a part 2 exhibit by Nan Rae, with the reception taking place on January 5 from 2 p.m. to 4 p.m.

**NEW BUSINESS**

**1. Election of Officers**

Chairperson Hollingsworth nominated Trustee Swanson to become Chairperson; seconded by Trustee Domier. The nomination carried unanimously by the following votes: AYES: Chairperson Hollingsworth, Vice Chairperson Swanson, Trustees Chien, Domier, and Mollno. NOES: None.

Chairperson Hollingsworth nominated Trustee Mollno to become Vice Chairperson; seconded by Trustee Chien. The nomination carried unanimously by the following votes: AYES: Chairperson Hollingsworth, Vice Chairperson Swanson, Trustees Chien, Domier, and Mollno. NOES: None.

## **2. Trustees Calendar**

City Librarian McDermott presented the Board of Trustees Calendar 2019.

### **CONTINUED BUSINESS**

#### **1. Donations Program**

Administrative Analyst Yoo highlighted that in the following month of October, Finance Director Betta will present an Agenda Item regarding the City's Donation Policy.

Chairperson Hollingsworth presented that in the upcoming Council meeting on September 28, Finance Director Betta will introduce a policy in operating the City's Donation Fund. The policy will restore the donations that were given to the City's Library Department. Additionally, the Library will create an internal policy that will align with the City's Donation Policy.

Chairperson Hollingsworth highlighted the importance of reporting the Library's donation fund quarterly as a way to budget for future capital projects.

#### **2. Insurance**

Administrative Analyst Yoo reported that if the Board of Trustees find themselves into any legal issues related to library matters, the City's insurance company, California Joint Powers Insurance Authority will cover costs and procedures.

### **ADMINISTRATIVE ANALYST'S REPORT**

#### **1. Financial Budget Report – July (Final), August (Preliminary)**

Administrative Analyst Yoo highlighted that electronic resources and contract services are particularly high because subscription costs are paid during the beginning of the fiscal year. Additionally, the benefits costs are particularly high because the unfunded liabilities are paid in large portions during the beginning of the fiscal year.

### **CITY LIBRARIAN'S REPORT**

#### **1. State Librarian Report**

City Librarian McDermott presented various statistics of the Library that is reported to the State of California. Additionally, City Librarian McDermott highlighted a preliminary report will be presented in the next Board of Trustees meeting.

## **2. Friends**

### **a. Minutes – June**

City Librarian McDermott reported that the Friends of the Library reduced their funding for the Library Department to \$50,000. As a result, the Library Department reduced the budget in various line items.

### **b. Minutes – Special Meeting**

City Librarian McDermott highlighted the Friends of the Library were able to find additional volunteers for the Friends Bookshoppe.

## **3. Foundation Update**

### **a. Minutes – June**

City Librarian McDermott reported that the Foundation discussed ways to support the Library and talked about hosting a spring function.

## **4. Operations**

### **a. Staffing Changes**

City Librarian McDermott presented that the part-time Librarian Russell resigned, but replaced with a new part-time Librarian Jayme Hall. Additionally, a recruitment for a Library Assistant will be posted shortly as the current Library Assistant Helen Kwan will be reducing her hours.

## **5. Statistics – August**

City Librarian McDermott presented the library statistics for the months August. City Librarian McDermott highlighted that the Front Door counts have been slightly down, as well as circulation by 4% from the year before. This may be due to the way patrons read books, such as e-books. Additionally, the Britannica and other databases have been slightly going up. Revenues from passports have seen an increase.

Chairperson Hollingsworth highlighted that the Library staff look at the circulation statistics to determine which items to subscribe to and/or unsubscribe to.

## **6. Programming/Services**

**a. Fall Programs**

City Librarian McDermott presented that the Chinese Club will be hosting a program focused on Western medicine vs Eastern medicine next month. Additionally, History of Jazz and Swing by Dr. Mason will start September 18.

**b. Tutor.com**

Administrative Analyst Yoo presented that forms and contracts are being finalized to implement Tutor.com.

**c. New Chinese Family Orientation**

City Librarian McDermott reported that she attended the New Chinese Family Orientation and presented information regarding the Library's resources.

**7. Technology/Marketing**

**a. RFID Update**

City Librarian McDermott presented that the RFID tagging has been making progress. The progress is graphically presented in front of the Library entrance.

**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 8:40 a.m. to the next regular meeting to be held on **MONDAY, October 22, 2018 at 7:30 A.M.**, in the Library Thornton Room, 1890 Huntington Drive, San Marino, California.