

**ACTION MINUTES
REGULAR MEETING
OF THE SAN MARINO LIBRARY BOARD OF TRUSTEES
APRIL 24, 2017 - 7:30 A.M.**

CALL TO ORDER President Mollno called the meeting to order at 7:30 A.M.

PLEDGE OF ALLEGIANCE

ROLL CALL **PRESENT:** Mollno, Boegh, Dietrich, Hsu, Hollingsworth,
Swanson and Councilmember Ward

ABSENT: Trustee Chien (excused)

STAFF: Interim City Manager Cindy Collins, City Librarian
McDermott and Analyst Taber

PUBLIC COMMENTS:

None.

APPROVAL OF MINUTES:

President Mollno requested the following corrections be made to March 27, 2017 minutes:

The approval of the February meeting lists Trustee Chien's name should be struck from the approval of the minutes as he arrived well after 8:00 a.m.

On page two of the minutes under continued business the third paragraph needs to be stricken as it pertains to the previous meeting, not the one being reported on.

On the bottom of page two, after the reference to the RFID schedule, that schedule should be included in the minutes.

On page three under the Standards of Library Behavior Policy, there was reference to proposed changes; those changes should be listed in the amended minutes so that we have a record of those changes.

On page three under Financial Budget Report, second paragraph the word "began" should be stricken from the minutes as it is redundant.

On page five of the minutes under Operations, there is no mention of "a need for some type of schedule for replacement or maintenance on library equipment" even though there was an a discussion on the matter. The minutes should be amended to reflect that discussion.

Trustee Hsu requested clarification on the increased donation amount that was referenced in the minutes under the Friends Minutes on page four of the Trustees minutes.

Analyst Taber clarified that some of the \$7,000 increase (from \$60,000 to \$67,000) was to channel the funds through the City instead of having the Friends' pay the performer directly.

Trustee Boegh made a motion to approve the March 27, 2017 minutes with amendments, seconded by Trustee Hollingsworth. The motion carried unanimously by the following vote: AYES: Trustees, Mollno, Boegh, Dietrich, Hsu, Hollingsworth and Swanson
NOES: None.

BOARD OF TRUSTEES REPORT:

Crain Art Gallery Committee Report:

Trustee Hsu reported that there was a reception on March 25th for the Anita Parys exhibit. The following is a list of upcoming events from previous meetings.

Events to the end of the calendar year include:

- MARILYN CVITANIC MAY 6—JUNE 16 Oil, acrylic and watercolor abstract images based on foliage
- OLIVIA HERNANDEZ JUNE 24—AUG. 4 Oil and acrylic Plein Air paintings
- PEGGY CHANG AUG. 12—SEPT. 22 Traditional Chinese Brush Painting DEMO—DATE TBD
- PARKER PALENIK OCT. 6—NOV. 17 Nonrepresentational abstract wall sculptures and paintings on panel

1. President and Trustees Reports

President Mollno brought the meeting back to the order posted on the agenda and proceeded to introduce Interim City Manager Cindy Collins who was present to review the Reorganization of the City.

a. City Reorganization

Interim City Manager Cindy Collins outlined the steps taken by the Ad Hoc Committee resulting in the recommended changes to the City structure. The proposed structure was approved by the City Council at the April 12, 2017 City Council meeting. The current

structure and the Ad Hoc proposed structure were included in the agenda packet. Interim City Manager Cindy Collins outlined the removal of the Assistant City Manager position and the introduction of an Administrative Services Director, Human Resources Manager and Accountant positions. The reorganization will now have the City Librarian report directly to the City Manager. Under the proposed restructuring and additional duties the City Librarian will receive a 5% salary increase as permitted under the personnel rules for additional duties pay.

Interim City Manager Collins addressed the Board's questions and concerns as it related to the City's reorganization.

No action was required to be taken by the Board. Staff direction to the Board was to receive and file this informative report.

CONTINUED BUSINESS:

1. Serving with A Purpose Reminder- May 4

City Librarian McDermott stated that so far from the Board Mary Hsu and Liz Hollingsworth will be attending. From staff Analyst Taber would be attending. City Librarian McDermott stated that she would be attending in place of Lucy Garcia who had been registered to attend. Cindy Chan will be attending on behalf of the Foundation.

2. Inter-District Permits

City Librarian McDermott referred to an emailed response that she received from Julie Boucher, Assistant Superintendent to explain the "inter-district transfer" permit. Currently there are 507 students on this permit, 1/6 of the total number (3,093) of students in the School District.

3. RFID RFP Schedule

President Mollno inquired as to why the summer Library/Recreation guide advertised we were going to be closed end of July beginning of August for a week in August for the RFID transfer if the Board had not approved the closure.

City Librarian McDermott stated that the deadline for the summer guide materials submittal was due in March and that staff would take this item to Council for approval should the vendor recommend closure during the transfer to RFID.

Analyst Taber reiterated that the direction on how to facilitate the migration to RFID would come with the help and guidance of the selected vendor.

Analyst Taber stated that there was a revision to the original schedule resulting in a one week delay in the release date. This delay would not affect the implementation deadline

of the system. Analyst Taber stated the RFP had been reviewed by Trustee Swanson prior to its release. The following schedule is marked to identify where the scheduled changes have been amended.

Project Timeline:

- Request for Proposal issued April ~~10~~, **15**, 2017
- Questions not addressed in proposal submitted (by email) April 26, 2017
- Addendum issued (if needed) to address questions raised May 8, 2017
- Proposals due May 22, 2017
- Top three vendors are invited in to interview TBD
- Award of Bid June 14, 2017
- Contract signed June 29, 2017
- Implementation complete by August 10, 2017

President Mollno inquired about the funding sources for the RFID system.

Analyst Taber stated the Library Foundation has committed a total of \$50,000 toward the project. Should the bids exceed the \$50,000 donation, the City Librarian has two courses of action, 1. Request additional donation funds from the Foundation, 2. Appropriate additional funds from the City Council.

The Board requested a review of the bid results and recommendation of contract award before the item is presented to Council.

Analyst Taber stated he would amend the timeline to include time for the Board to review the bid results.

The Board recommended Trustee Swanson be included on the panel as the designee for the Board to interview the qualified bid submittals.

4. Standards of Behavior Policy

City Librarian McDermott reviewed the changes by staff to the standards of behavior policy. The following are the noted changes:

Page 16 of the packet, page 2 #4 of the policy, the change was the removal of the definition of an "adult" as it was considered too rigid by staff.

Page 15 of the packet, page 1 #2h of the policy the City municipal code and ordinance numbers were added to support the policy.

Trustee Boegh made a motion to approve the Standards of Behavior Policy as presented, seconded by Trustee Hsu. The motion carried unanimously by the following vote:

AYES: Trustees, Mollno, Boegh, Dietrich, Hsu, Hollingsworth and Swanson NOES: None.

NEW BUSINESS:

1. Collection Development Policy Presentation

City Librarian McDermott stated she has divided up the Collection Development Policy into three sections for her staff to start reviewing. The policy has been included in the packet so that the Board can review it between now and the next meeting and submit changes if necessary.

Trustee Boegh presented the following changes:

1. The Mission Statement in the current version is outdated and should be amended to be the correct version.
2. #3 the Community information needs to be updated, it references 2000 data.
3. #12 the library has been purchasing downloadable books since the last time this policy was updated so that statement should be removed.

Trustee Boegh recommended that every Trustee review the document and send their changes directly to Irene in preparation for the next meeting.

Trustee Hsu stated she would like to see the selection tool for the Chinese collection.

Trustee Hsu inquired as to the purpose for having a collection development policy.

City Librarian McDermott stated the policy guides how the library buys books and also gives the public guidance on what acceptable in the collection. This policy serves as support tool for the librarians to justify why and how they assembled the collection.

Trustee Hsu inquired as to why specific numbers are not included in the policy to guide the purchase selections.

Trustee Boegh stated that you don't necessarily want to place specific numbers in a guiding document.

2. FY 17-18 Draft Budget Proposal

City Librarian McDermott outlined the proposed library budget for FY 17-18, pointing out that the overall budget is not going up but down by approximately eight thousand dollars. This decrease is largely due to the City's reorganization structure and the removal of the Assistant City Manager's salary from the budget. Other personnel changes to the budget include fewer Page hours, the removal of one afterschool Monitor

and an increase of Clerk II hours to support passport services. City Librarian McDermott invited the Board to ask questions regarding the proposed budget.

Trustee Boegh pointed out the RFID budget was not included in the presented documents.

City Librarian McDermott stated all of the capital outlay items were not included. City Librarian McDermott stated that a replacement network server was also requested in next year's budget.

Trustee Hsu inquired if funds for staff development were included in the budget.

City Librarian McDermott pointed out that under administration the budget had included \$3,450 for membership and dues, \$525 towards staff development and \$530 in travel and meetings.

Trustee Hollingsworth inquired about the increase in Librarian II full time equivalents (FTEs) amounts.

Analyst Taber stated the increase reflects the new librarian Carly Lamphere being hired at a Librarian II level vs. Rex Mayreis retiring at a Librarian III level. Analyst Taber added that another new addition to the FTEs is the addition of .10 in Maintenance Assistant hours have been included to more reflect the costs associated with setting up the meeting spaces. As part of that adjustment, the FTE for Recreation Coordinator has been lowered by 5% from this year's .25 to next year at .20. The Recreation Coordinator handles the reservation system for the rental spaces in the library.

Interim City Manager Collins stated the City has established a building management budget that does not show the next year's proposed improvements in the Library budget that was presented. Those improvements include exterior painting of the building estimated at 60k. Other improvements include repair of the hand railings that have rusted out, and roof maintenance.

Trustee Hollingsworth suggested Irene put out a press release just before the building is painted as it is the newest building in the City and people may not realize it has been 10 years since it was built.

City Librarian McDermott added that perhaps the Library maintenance schedule could tie into the City's maintenance schedule.

Trustee Hollingsworth inquired where this maintenance plan was at in terms of planning.

Interim City Manager Collins stated that back in January, the Council proposed an infrastructure investment program in an effort to maintain our City facilities rather than have to replace them as a result of neglect.

Trustee Hollingsworth asked that this document be shared with the Board at a later meeting.

Trustee Hsu asked if building upkeep was something new.

Interim City Manager Collins stated the process use to be handled by each Department on an as needed basis but now it will be centralized and handled under Public Works.

Interim City Manager Collins stated the Council will be holding a public meeting here in the Barth room on May 12, 2017 from 8 am until noon to discuss the proposed FY 17-18 budget.

DIRECTOR'S REPORT:

1. Financial Budget Report

The March financials had not posted by the Finance Department and therefore were not reported on.

2. Friends Update

a. Minutes- March

City Librarian McDermott addressed the new process for paying for Friends' sponsored programs in which the City will now pay the performer directly. In the past the Friends group paid the performer.

The Friends are going to be having a book sale on Saturday, May 20th, 10 am until 1pm. The prices will be \$5 per bag of book, \$8 for two bags and three bags for \$10.

Trustee Hsu wanted to know if there was a program to bring books from the sale to homebound citizens.

City Librarian McDermott stated she would address this idea with the Friends at the next meeting.

3. Foundation Update

a. Minutes- March

City Librarian McDermott stated the Foundation is struggling to decide if they will hold the Delicious Destination gala this year. They are considering focusing their efforts on the 10th anniversary party that will be held next January instead. They are thinking about an evening event on January 26, 2018 that would honor those who have supported the library over the years. Another topic of discussion at their last meeting was the role of

the Foundation going forward now that the building has been built for a decade. Perhaps an endowment would be the next step.

President Mollno stated at the subcommittee meeting she attended with members of the Foundation the idea of an endowment kick off connected to the 10th anniversary might be pivoting point in their direction and fundraising efforts.

4. Operations

a. Passport Overflow Plan

City Librarian McDermott reported that passport services has increased significantly on Fridays from about 17-20 to now over 70 applications. This has caused an impact on our service. City Librarian McDermott stated that we now open up the Barth room to handle the overflow.

LIBRARIAN'S REPORT

1. Statistics

City Librarian McDermott provided statistical detail for the month of April.

Trustee Hsu inquired about the process to book the room as she has had some feedback from the community that booking a room is a difficult process.

City Librarian McDermott was ask to look in to this and report back on it at the next meeting.

City Librarian McDermott stated she had not heard back from her fellow Directors on circulation numbers dropping.

Trustee Boegh suggested she ask others at the upcoming Serving with a Purpose conference.

City Librarian McDermott stated volunteer numbers are down.

City Librarian McDermott reported that the teen advisory board and teen programming is more active this year than in past year. This success in participation numbers is due to Patricia Foronda, who is in charge of teen programing.

2. Programming/Services

City Librarian McDermott reviewed the adult programing attendance numbers for the past month.

3. Technology/Marketing

City Librarian McDermott reported that staff has submitted a STEM grant application to ALA (American Library Association) and NASA. If awarded, it will focus on attracting girls to science.

City Library McDermott stated staff has applied for a Rotary Grant for a new AWE literacy station.

City Librarian McDermott stated staff needs to come up with a request for the Women's Club. City Librarian suggested the Women in American History series that President Mollno contributed to as a possible request.

Analyst Taber suggested that the Women's Club could be approached to bridge the funding gap on the RFID system if the proposals come in over \$50,000.

PUBLIC WRITINGS DISTRIBUTED

There were no public writings distributed.

PUBLIC COMMENTS

None.

ADJOURNMENT

The Library Board of Trustees meeting adjourned at 9:38 a.m. to the next regular meeting to be held on **MONDAY, May 22, 2017, at 7:30 A.M.**, in the Library Thornton Room, 1890 Huntington Drive, San Marino, California.