

**ACTION MINUTES
REGULAR MEETING
OF THE SAN MARINO LIBRARY BOARD OF TRUSTEES
MARCH 27, 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, Hollingsworth, Swanson, Chien (Arrived Late) and Councilmember Ward

ABSENT: Trustee Sue Boegh (excused) Trustee Stefan Dietrich (excused), Mary Hsu (unexcused)

STAFF: Assistant City Manager Garcia, City Librarian McDermott and Analyst Taber

PUBLIC COMMENTS:

None.

APPROVAL OF MINUTES:

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

BOARD OF TRUSTEES REPORT:

1. President and Trustees Reports

President Mollno thanked everyone for the participation in the joint meeting with the City Council.

Crain Art Gallery Committee Report:

Trustee Hsu was not in attendance to provide an update. The following is a list of upcoming events from previous meetings.

Events to the end of the calendar year include:

- ANITA PARYS MARCH 18—APRIL 28 Mixed Media; oil paint, collage, ink and graphite portraits. RECEPTION: MARCH 25, 2—4PM
- 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

CONTINUED BUSINESS:

1. Joint Meeting with City Council on March 8 Review

City Librarian McDermott agreed that the meeting went very well and thanked President Mollno for organizing it.

Assistant City Manager Garcia stated it was good for the Council to see the library's progress and hear about the library's vision for the future. Ms. Garcia added that there will be other opportunities to engage the City Council when the State Library report is presented in September.

2. Serving with a Purpose Reminder

President Mollno inquired who was scheduled to attend the seminar.

City Librarian McDermott stated that so far Mary Hsu from the board and from staff Assistant City Manager Garcia and Analyst Taber would be attending.

City Librarian McDermott stated that there was money in the budget to attend if anyone else was interested, they should contact Jennifer.

3. Inter-district Permits

City Librarian McDermott stated that the School District is on spring break right now and the offices were closed, but she would bring the information to the next meeting.

4. RFID RFP Schedule

Analyst Taber outlined a proposed schedule for the Board that included providing a draft for Trustee Swanson for review.

Project Timeline:

- Request for Proposal issued April 3-6, 2017
- Questions not address in proposal submitted (by email) April 13, 2017

- Addendum issued (if needed) to address questions raised April 19, 2017
- Proposals due April 24, 2017
- Top three vendors are invited in to interview TBD
- Award of Bid May 10, 2017
- Contract signed May 22, 2017
- Implementation complete by August 10, 2017

NEW BUSINESS:

1. Standards of Library Behavior Policy

City Librarian McDermott reviewed the Library Behavior Policy with proposed changes and addressed the Board's concerns. Those changes included prohibiting the use of skateboards throughout the library property, including a provision that prohibits private tutoring on library grounds and including the "Young Adult Areas" to item 4.e under general guidelines.

Assistant City Manager Garcia added that there are two provisions in the municipal code that should be referenced in the final version of the policy to enforce skateboard use and the presence of unsupervised minors.

2. Collection Development

City Librarian McDermott provided an update on the library weeding overall. City Librarian McDermott stated the goal was to reduce the collection down to 90,000 pieces by time the RFID system is implemented.

DIRECTOR'S REPORT:

1. Financial Budget Report

Assistant City Manager Garcia briefed the Board on the budget process for FY 17-18. Ms. Garcia stated we were set to review the budget with the City Manager and that the budget would come before the board at the April meeting before it is presented to the Council.

Analyst Taber proceeded to discuss the monthly finances through February. Analyst Taber explained that he February accruals had not completely posted and on the monitor before them doesn't included credit card fees at about \$400 and unemployment claims against the library for which there are none. Analyst Taber stated that we should be at the 67% mark on the monitor for the eighth month. The Library budget is under budget at 61% of the expenditures spent year to date. Overall for personnel costs, we are at 65% spent; on expenditures services and supplies, we are tracking at 53% for general fund accounts and 46% spent from donation fund accounts through February. On the revenues

side of the budget, we are tracking at 97% received on our General Fund revenues, 30% revenue surplus over what we had budgeted.

President Mollno suggested that we find other ways to promote the wish list donation category in order to meet our budgeted goal. President Mollno requested a link to the wish list be placed on the library website.

2. Friends Update

a. Minutes- February

City Librarian McDermott reported that at the last Friends board meeting they agreed to raise their donation commitment from about \$60,000 annually to \$67,000. Part of that increase was to channel the donations directly to the City rather than paying a program performer/speaker, like Dr. Mason, directly. This method of channeling the funds allows for more visible recognition of the Friends' support. Other donation increases from the Friends budget include additional materials (books) funding and children's supplies.

The Friends are going to be having a book sale on Saturday, May 20th.

Assistant City Manager Garcia added two other items out of the last Friends' meeting. The first is that the Friends' had invited the Chinese Club President to their meeting. Secondly, there was discussion on how to give a more substantial donation to the library, but the details would be forth coming at a future meeting.

3. Foundation Update

a. Minutes- February

Assistant City Manager Garcia stated they are still discussing the future of Delicious Destinations or an alternative event to take its place. The Foundation also discussed the addition of potentially new members to their board in the coming months.

President Mollno requested development on the computer lab as a repurposed space and inquired as to how we could move forward and bring that into fruition.

Assistant City Manager Garcia stated that there were a number of approaches which included surveying current users of the Life Long Learning Center, talk with staff to see what they what they feel are the perceived needs for the library, gather ideas from the upcoming Serving with a Purpose conference, we could look at library trends to see what libraries are introducing.

President Mollno asked for a goal date of the June meeting to report back.

4. Operations

Assistant City Manager Garcia stated there were two terms expiring at the end of year. The first was Mary Hsu who will be finishing up her first term, which means she will be eligible for her second term should she desire to continue serving. The second is Stefan Dietrich, who is an alternate, so there are no term limits it will just require the formalities of the reappointment. A letter will come from the Clerk's office informing them of the pending expirations.

Analyst Taber updated the board on the issues with the HVAC (Chiller) and informed the board of an Eagle Scout project that has been secured allowing for the refurbishing the patio teak furniture for the library.

City Librarian McDermott added that the patio has added a trex (plastic) patio set to see if this maybe a lower maintenance alternative to the teak.

The Library Board of Trustees requested the City Librarian look into creating a major maintenance and replacement schedule for large items in the library so that staff can stay current with our needs and incorporate those costs associated with the budget process.

LIBRARIAN'S REPORT

1. Statistics

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

City Librarian McDermott stated the friends had a great success with Maple Lam, a local children's author, who had thirty-one attendees to her program.

There is one remaining meet the author program, which will be a graphic novel called, President Rob, Robot President.

Trustee Swanson wanted to know if the circulation trend being lower is happening at other libraries as well.

City Librarian McDermott stated she would look into that with her fellow directors.

Assistant City Manager inquired about the lower attendance amounts for the year.

City Librarian McDermott stated they made a conscious decision last autumn to reduce the number programs and focus on achieving higher quality of program, this is why the attendance might be lower overall.

2. Programming/Services

City Librarian McDermott stated staff is deep into summer reading club programing.

Carly Lamphere has started an ESL (English as a second language) class which is taking the place of the conversation class that was taught by volunteers that lost interest.

We have also had a resurgence of the Helping Hands for Hand-Held Devices program.

City Librarian McDermott provided a report from the SCLC meeting she recently attended.

3. Technology/Marketing

City Librarian McDermott reported that staff has submitted a STEM grant if awarded will focus on attracting girls to science.

City Librarian 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.

PUBLIC WRITINGS DISTRIBUTED

There were no public writings distributed.

PUBLIC COMMENTS

None.

ADJOURNMENT

The Library Board of Trustees meeting adjourned at 9:33 a.m. to the next regular meeting to be held on **MONDAY, APRIL 24, 2017, at 7:30 A.M.**, in the Library Thornton Room, 1890 Huntington Drive, San Marino, California.