

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

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

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**       **PRESENT:** Vice Chair Boegh, Trustees Chien (arrived late at 7:55 A.M.), Hollingsworth, Hsu, Derry and Swanson

**ABSENT:** Chair Mollno

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

**PUBLIC COMMENTS:**

There were no public comments at this time.

**NEW TRUSTEE OATH OF OFFICE:**

City Librarian McDermott swore in Lois Derry and Mary Hsu to the Library Board of Trustees.

**BOARD OF TRUSTEES REPORT:**

**1. President and Trustees Reports:**

Vice Chair Boegh reported on the status of former Trustee Marilyn Peck's health and personal situation. The Board extends its support for Marilyn Peck and her family. Trustee Hsu provided further comments, expressing her support for Marilyn Peck's health.

**2. Crain Art Gallery Committee Report:**

Trustee Hsu reported that there is no new exhibit at the moment. Trustee Hsu discussed that the scheduled exhibits will run through November 17. Additionally, Trustee Hsu discussed the possibilities of scheduling and reviewing various artists.

**APPROVAL OF MINUTES:**

Trustee Boegh moved to approve the July 24, 2017 minutes; seconded by Trustee Hsu. The motion carried unanimously by the following votes: AYES: Trustees Boegh, Hollingsworth, Hsu, Derry and Swanson. NOES: None.

**CONTINUED BUSINESS:**

**1. RFID Update**

City Librarian McDermott presented an update to the funding process and timeline of the installation of the RFID system provided by MK Solutions.

**2. Collection Development Policy**

City Librarian McDermott presented the revised Collection Development Policy.

Trustee Hsu moved to approve the Collection Development Policy; seconded by Trustee Hollingsworth. The motion carried unanimously by the following vote: AYES: Trustees Boegh, Hollingsworth, Hsu, Derry and Swanson. NOES: None.

**3. FY 17-18 Budget Approval**

City Librarian McDermott presented the approval of FY17-18 Budget.

**4. Reminder: Dark in August**

The Board of Trustees discussed going Dark in either June or July of next year rather than going Dark in August.

Trustee Hollingsworth presented concerns regarding city organizational structure, library infrastructure and deferred maintenance.

Trustee Hollingsworth presented concerns regarding the number of Trustees for a quorum. Interim City Manager Collins stated she would further update Trustees regarding the actual number required for a quorum.

**NEW BUSINESS:**

**1. Election of Officers**

Trustee Swanson moved to elect Trustee Hollingsworth to Chair of the Library Board of Trustees; seconded by Trustee Hsu. The motion carried unanimously by the following vote: AYES: Trustees Boegh, Chien, Hsu, Derry and Swanson. NOES: None.

Trustee Hollingsworth moved to elect Trustee Swanson to Vice Chair of the Library Board of Trustees; seconded by seconded by Trustee Derry. The motion carried unanimously by the following vote: AYES: Trustees Boegh, Chien, Hollingsworth, Hsu and Derry. NOES: None.

**2. Ambassador Hu**

City Librarian McDermott reported on the visit of Ambassador Hu to the Crowell Public Library and City Hall.

**DIRECTOR'S REPORT:**

**1. Financial Budget Report – June Preliminary Year End**

Analyst Taber presented the preliminary Financial Budget Report for the Fiscal Year ending in 2016-17.

**2. Foundation Update**

**a. Minutes- June**

City Librarian McDermott reported the Foundation will not be having the Delicious Destinations event this year, but will be having a gala in January to celebrate the Library's Tenth Anniversary.

**3. Operations**

**a. Parking Lot Closure**

City Librarian McDermott reported the closure of the Parking Lot will end on August 22<sup>nd</sup>.

**b. Painting Planned**

City Librarian McDermott reported the painting of the street facing side of the Library is planned as scheduled. Analyst Taber reported that the Library would be painted before the Library's Tenth Anniversary date of January 26, 2018.

**c. Resignations**

City Librarian McDermott reported on the change of library staff including resignations and recruitment.

**LIBRARIAN'S REPORT:**

**1. Statistics- June**

City Librarian McDermott presented the statistics of room rentals, front door activity and circulation activity for the month of June.

**2. Programming/Services**

**a. Summer Reading Club**

City Librarian McDermott presented statistics for the 2017 Summer Reading Club.

**b. Fourth of July Wristband Sales: Final Total**

City Librarian McDermott reported on the ticket sales of the Fourth of July wristbands with the final sales total of \$33,400.00. Interim City Manager Collins highlighted the library as the most popular location for wristband sales.

**c. Fall Programming**

City Librarian McDermott highlighted the fall programs and upcoming fall events.

**3. Technology/Marketing**

**a. GoPro Camera**

City Librarian McDermott highlighted the purchase of the GoPro Camera and how it will be used for library programs and events.

**PUBLIC WRITINGS DISTRIBUTED**

There were no public writings distributed.

**PUBLIC COMMENTS**

Resident, Susan Jakubowski thanked the Library Board of Trustees for their work.

**ADJOURNMENT**

The Library Board of Trustees adjourned at 9:13 a.m. to the next regular meeting to be held on **MONDAY, September 25, 2017 at 7:30 A.M.**, in the Library Thornton Room, 1890 Huntington Drive, San Marino, California.