

**ACTION MINUTES  
REGULAR MEETING  
OF THE SAN MARINO LIBRARY BOARD OF TRUSTEES  
SEPTEMBER 25, 2017 - 7:30 A.M.**

**CALL TO ORDER** Vice Chair Swanson called the meeting to order at 7:36 A.M.

**PLEDGE OF ALLEGIANCE**

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

**ABSENT:** Chair Hollingsworth and Trustee Derry

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

**PUBLIC COMMENTS:**

There were no public comments at this time.

**APPROVAL OF MINUTES**

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

**BOARD OF TRUSTEES REPORT**

**1. President and Trustees Reports**

There were no reports presented at this time.

**2. Crain Art Gallery Committee Report**

Trustee Hsu reported updates from the most recent exhibit that was from August 12 to September 29. Dana Marevich will have her work displayed in the exhibit from November 27<sup>th</sup> to January 5<sup>th</sup>; however, no reception date is scheduled at this time. The exhibit hall is planned to open for the public during the 10<sup>th</sup> year anniversary of the library. Three proposals are currently being reviewed for future exhibits.

**CONTINUED BUSINESS**

**1. RFID Update**

City Librarian McDermott reported with donations from the Library Foundation and Friends Foundation, the library will be able to fully fund the RFID system. City Librarian McDermott reported she and Administrative Analyst Yoo will present an Agenda Report before the City Council in the next meeting on October 11, 2017.

**2. Ten Year Anniversary**

City Librarian McDermott reported developing plans for the Ten Year Anniversary.

**3. Status of Grants**

City Librarian McDermott reported the library applied for a grant through the Rotary Club to a fund a new AWE station; however, it was not successful. Instead the library will use funds that were donated in the memory of Lucy Medz in order to pay for the new AWE station. The funds were donated before the opening of the current library and were discovered within the Friends Foundation's bank account.

**NEW BUSINESS**

The Board of Trustees assigned the City Librarian McDermott to update the Board about the Library Foundation's Ten Year Anniversary plans for the next Board of Trustees meeting.

**1. New City Staff**

City Librarian McDermott presented the change in City Staff, including the new City Manager Marcella Marlowe, Human Resources Director David Serrano, Interim Administrative Services Director Josh Betta, and Interim Public Works Director Michael Throne.

**DIRECTOR'S REPORT**

**1. Financial Budget Report – June (Finalized Year End), August (Preliminary)**

Administrative Analyst Yoo presented the Financial Budget Report for the Finalized FY16-17 Budget and a preliminary August Budget Report for FY17-18.

**2. Friends**

**a. Minutes – June**

There were no updates reported at this time.

**3. Foundation Update**

**a. Minutes – July**

City Librarian McDermott presented that the Foundation discussed the possibility of having Pub Trivia Nights in lieu of canceling Delicious Destinations as a fund raising event.

**4. Operations**

**a. Exterior Painting Status**

City Librarian McDermott reported that the Interim Public Works Director Throne have been working on fixing and painting the exterior of the Library within the next month.

**b. New Library Staff**

City Librarian McDermott presented changes and updates to the Library staff.

**LIBRARIAN'S REPORT**

**1. Statistics – July and August**

**a. SCLC Circulation Report**

City Librarian McDermott presented the statistics of room rentals, front door activity, circulation activity and statistical reports for the months of July and August.

City Librarian McDermott presented an agenda report regarding circulation trends in Los Angeles Libraries.

**b. Chinese Language eBooks Stats**

City Librarian McDermott presented statistics of Chinese Language eBooks circulation for the months of July and August.

**2. Programming/Services**

**a. Fall Programming: Jazz and Swing**

City Librarian McDermott presented the success of the Jazz and Swing programming, taught by USC professor Dr. Mason.

**3. Technology/Marketing**

**a. GoPro Camera**

City Librarian McDermott presented how the GoPro Camera will used to record testimonials of the Library's programs.

**b. San Marino School District: New Chinese Parent Orientation**

City Librarian McDermott highlighted how the New Chinese Parent Orientation went and how the library was well received by the new Chinese parent community.

**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 8:45 a.m. to the next regular meeting to be held on **MONDAY, October 23, 2017 at 7:30 A.M.**, in the Library Thornton Room, 1890 Huntington Drive, San Marino, California.