

**ACTION MINUTES
REGULAR MEETING
OF THE SAN MARINO LIBRARY BOARD OF TRUSTEES
OCTOBER 23, 2017 - 7:30 A.M.**

CALL TO ORDER Chairperson Hollingsworth called the meeting to order at 7:35 A.M.

PLEDGE OF ALLEGIANCE

ROLL CALL **PRESENT:** Chairperson Hollingsworth, Vice Chairperson Swanson, Trustees Boegh, Chien (arrived late at 7:58 A.M.), Derry and Mollno

ABSENT: Trustee Hsu

STAFF: City Librarian McDermott and Administrative Analyst Yoo

PUBLIC COMMENTS:

There were no public comments at this time.

APPROVAL OF MINUTES

Vice Chairperson Swanson moved to approve the September 25, 2017 minutes; seconded by Trustee Mollno. The motion carried unanimously by the following votes: AYES: Chairperson Hollingsworth, Vice Chairperson Swanson, Trustees Boegh, Derry, and Mollno. NOES: None.

BOARD OF TRUSTEES REPORT

1. President and Trustees Reports

Chairperson Hollingsworth thanked Council Member Dick Ward for his tenure as Council liaison for the Library Board of Trustees. Additionally thanked City Librarian McDermott for organizing a social for the Library Board of Trustees, the San Marino Public Library Foundation and the Friends of the Crowell Public Library.

2. Crain Art Gallery Committee Report

Chairperson Hollingsworth reported on the success of the opening of Parker G. Palenik Art Gallery on Saturday, October 7, 2017 from 1 p.m. to 4 p.m., which will be showcased from October 6 to November 17, 2017.

Trustee Boegh reported that 5 art pieces have been sold.

CONTINUED BUSINESS

1. RFID Update

City Librarian McDermott reported that the City Council approved the award of contract to MK Solutions at the recent City Council meeting on October 11, 2017. Additionally, Administrative Analyst Yoo has drafted a contract for the City Attorney to approve and thereafter send over to

MK Solutions for all parties of the project to sign. Once signed, MK Solutions will come onsite to implement the RFID system.

City Librarian McDermott reported on an estimated 3 month timeframe for installation and an estimated total of 6 months for full implementation of the RFID system. Important to note, the process of installation will not cause the library to close down as the process will run parallel with the operations of the library.

2. Ten Year Anniversary

City Librarian McDermott reported that the Ten Year Anniversary celebration is planned for Saturday, January 27, 2018 from 10 a.m. to 3 p.m. A speaker and possibly an author is scheduled to come for the celebration.

NEW BUSINESS

1. New City Staff

City Librarian McDermott reported that City Manager Marlowe has started her duties as City Manager and will be available 5 days a week. City Manager Marlowe's priorities are focused on customer service and resident responsiveness.

2. Board of Trustees Calendar: November 2017-2018

City Librarian McDermott reported on the Proposed Trustee Meeting Schedule and Important Dates in 2017-2018. City Librarian McDermott will propose to the City Council in the upcoming City Council Meeting to close the library on January 15, 2018 in observance of Martin Luther King Jr. Day and have staff come in for a departmental training, and close the library on April 1, 2018 in observance of Easter Sunday. Additionally, City Librarian McDermott will correspond with the City Clerk Veronica Ruiz to publish a notice of cancellation for the December 25, 2017 Trustee Meeting as it falls on Christmas Day, cancel the July 23, 2018 Trustee Meeting as it typically falls on summer vacation days for many residents, and cancel the December 24, 2018 Trustee Meeting as it falls on Christmas Eve.

The Board of Trustees raised the concern that canceling meetings may have unfavorable effects. Chairperson Hollingsworth proposed to revisit this topic in the beginning of the New Year, preferably around February or March's Trustee Meeting. Trustee Boegh moved to propose the Trustee Meeting Schedule for 2017-2018 before City Council; seconded by Trustee Mollno. The motion carried unanimously by the following votes: AYES: Chairperson Hollingsworth, Vice Chairperson Swanson, Trustees Boegh, Derry, and Mollno. NOES: None.

3. State Librarian Report

City Librarian McDermott presented the State Library Annual Report for Fiscal Year 2016-2017. The Board of Trustees asked City Librarian McDermott to run an analyses on library cardholders' household addresses on future State Library Annual Reports, in order to highlight

the percentage in which San Marino households are registered borrowers with the Crowell Public Library as compared to individual San Marino registered borrowers. The City Librarian McDermott highlighted that the circulation among San Marino registered borrowers have a high percentage.

Additionally, the Board of Trustees asked the City Librarian McDermott to write a “Did you know..” article for the San Marino Tribune to highlight the high percentage of San Marino residents borrowing books from the Crowell Public Library.

The Board of Trustees asked the City Librarian to make sure the figures within the Library Services and Staffing and Salary Highlights be adjusted correctly for the following Fiscal Year’s State Library Annual Report.

Vice Chairperson Swanson moved to receive the 2016/17 Annual Public Library Survey that the City Librarian has filed with the State Library to recommend it for ratification by City Council; seconded by Trustee Mollno. The motion carried unanimously by the following votes: Chairperson Hollingsworth, Vice Chairperson Swanson, Trustees Boegh, Chien, Derry, and Mollno. NOES: None.

4. Need for Photo Policy

City Librarian McDermott presented the need for a photo policy that prevents people from taking pictures of other people without their permission within the library. City Librarian McDermott will draft a photo policy before the Board of Trustees during the next regular meeting on November 27, 2017.

CITY LIBRARIAN’S REPORT

1. Financial Budget Report – September (Preliminary)

Administrative Analyst Yoo presented the Financial Budget Report for the preliminary September Budget Report for FY17-18.

2. Friends

a. Minutes – September

City Librarian McDermott presented the minutes of the Friends meeting on September 19, 2017. The Friends helped to fund a number of important programs, including Dr. Mason’s Jazz and Swing program and Dr. Hal Slavkin’s High Definition Precision Health Care program starting on Tuesday, January 9, 2018 at 12:30 p.m. to 2:00 p.m.

3. Foundation Update

a. Minutes – September

City Librarian McDermott presented the minutes of the Foundation meeting on September 18, 2017.

4. Operations

a. Exterior Painting Status

Administrative Analyst Yoo presented a status update to the exterior painting of the Crowell Public Library. The Public Works Department submitted a Request for Proposal (RFP) for the exterior painting project on behalf of the library. According to the RFP schedule, a pre-bid job walkthrough will occur on October 25, 2017 and a bid opening on November 8, 2017.

5. Statistics – September

City Librarian McDermott presented the library statistics for the month of September 2017.

6. Programming/Services

City Librarian McDermott highlighted upcoming programs for the Crowell Public Library, including a STEM program geared for girls that will be directed by Librarian II Tera Torres.

7. Technology/Marketing

City Librarian McDermott highlighted that the Crowell Public Library was nominated as Pasadena Weekly's Reader Recommended Best Library.

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 8:36 a.m. to the next regular meeting to be held on **MONDAY, November 27, 2017 at 7:30 A.M.**, in the Library's Thornton Room, 1890 Huntington Drive, San Marino, California.