

**ACTION MINUTES
REGULAR MEETING
OF THE SAN MARINO LIBRARY BOARD OF TRUSTEES
NOVEMBER 27, 2017 - 7:30 A.M.**

CALL TO ORDER Chairperson Hollingsworth called the meeting to order at 7:32 A.M.

PLEDGE OF ALLEGIANCE

ROLL CALL **PRESENT:** Chairperson Hollingsworth, Vice Chairperson Swanson, Trustees Boegh, Chien (arrived at 8:12 A.M.), Derry, Hsu (arrived at 7:38 A.M.) and Mollno (arrived at 7:34 A.M.)

ABSENT: None

STAFF: City Librarian McDermott and Administrative Analyst Yoo

PUBLIC COMMENTS:

There were no public comments at this time.

APPROVAL OF MINUTES

Trustee Boegh moved to approve the October 23, 2017 minutes; seconded by Vice Chairperson Swanson. The motion carried unanimously by the following votes: AYES: Chairperson Hollingsworth, Vice Chairperson Swanson, Trustees Boegh and Derry. NOES: None.

BOARD OF TRUSTEES REPORT

1. Chairperson and Trustees Reports

Chairperson Hollingsworth reported she had met with City Librarian McDermott on November 17, 2017 to discuss items for the Library Board of Trustees Meeting on November 27, 2017.

2. Crain Art Gallery Committee Report

Chairperson Hollingsworth reported that 5 art pieces were sold from the Parker G. Palenik Art Gallery. Further details will be reported by Trustee Hsu at a later time. Following the dates of the Parker G. Palenik Art Gallery, the artwork of Dana Marevich is scheduled to take place next on Saturday, December 2, 2017.

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. Administrative Analyst Yoo thereafter corresponded with City Attorney Flower to draft an agreement with MK Solutions. The drafted agreement was sent to MK Solutions for their approval and signature. Once the

contract is approved and signed by MK Solutions, it will need to be signed by City Manager Marlowe, City Clerk Ruiz and City Attorney Flower.

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. Additionally, City Librarian McDermott noted the RFID System should not be live until the majority of the books are tagged.

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. The celebration will include a food truck, a face painting artist, a world class juggler, bilingual story time, possibly the local high school jazz band, Los Angeles County Supervisor Kathryn Barger, California State Assembly Member Ed Chau, United States Congressional Representative Judy Chu and possibly a local author.

3. Board of Trustees Calendar: November 2017-2018

City Librarian McDermott reported the City Council approved the Board of Trustees Calendar that was discussed at the previous Trustee meeting on October 23, 2017. The calendar includes the cancellation of the December 2017 Trustee meeting due to the Christmas holiday. City Librarian McDermott reported she had received an official City meeting calendar that includes a joint meeting date with the City Council on Wednesday, March 14, 2018 at 5:00 p.m.

Trustee Mollno highlighted that the May Trustee meeting will need to be rescheduled as it is on Memorial Day, May 28. The May meeting will be rescheduled for Monday, May 21, 2018. Chairperson Hollingsworth requested that the Board of Trustees receive a list of all the dates of when the library will be closed and when Trustee meetings will be postponed and/or canceled.

4. State Librarian Report

City Librarian McDermott reported that the State Library Annual Report for Fiscal Year 2016-2017 was approved at the previous City Council meeting on Wednesday, November 8, 2017. However, Mayor Richard Sun posed a question wondering why there were fewer children listed this year compared to the previous year. The Board Trustees discussed this may be due to empty houses within the City, decreasing school enrollment and increasing costs of real estate.

Trustee Hsu revisited the Crain Art Gallery Committee Report and at this time had no updates. The Board of Trustees discussed ideas of future art pieces to be displayed and will be forwarded to Trustee Hsu.

NEW BUSINESS

1. Photo Policy: Action Requested

City Librarian McDermott presented the Photo Policy. The policy was drafted by looking at various photo policies from neighboring libraries. The policy can be found by requesting it at the reference desk or from the library's website. City Librarian McDermott highlighted that the purpose of the policy is to establish guidelines for patrons who are interested in taking photos or film shoots within library property.

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

2. Bookmark Contest

City Librarian McDermott presented that the Bookmark Contest is eligible for children within the City of San Marino who have a Crowell Library card. Children submit a design regarding the current theme of the contest which is "Draw Your Own Superhero!". The winners will have their design on the bookmark throughout 2018. Additionally, the bookmarks will have sponsors from the various local businesses throughout the City. The contest will be organized by the San Marino Public Library Foundation.

Chairperson Hollingsworth noted that the Bookmark Contest is not currently in the circulation of the San Marino School District newsletters and has requested the City Librarian McDermott to address the following the issue.

City Librarian McDermott highlighted that the Crowell Public Library disseminates an electronic newsletter with the Recreation Department. Interested patrons can easily sign-up by going to the Recreation Department homepage.

CITY LIBRARIAN'S REPORT

1. Public Library Directors Forum

City Librarian McDermott reported on the Public Library Directors Forum. The forum gathers all of the head librarians in the state of California. The forum took place in the City of Riverside on November 2, 2017. City Librarian McDermott was not able to attend, however Librarian II Carly Lamphere went instead. City Librarian McDermott highlighted that on a statewide level that there are online classes available regarding techniques to interact with patrons with mental health issues. On Martin Luther King Jr. Day, January 15, 2018, City Librarian McDermott will review the online classes with library staff.

City Librarian McDermott presented the need for this particular training due to an incidence on October 17, 2017 involving a patron who attacked another patron in the men's restroom. Fortunately, the San Marino Police Department responded promptly to mitigate the incidence.

2. Strategic Plan Review

City Librarian McDermott reported that the Crowell Public Library will begin to revisit the Strategic Plan set from the previous fiscal year. The review process will involve whether the goals have been met, and will prioritize which goals to achieve moving forward. The review will be done twice throughout the year, once on February 2018 and August 2018.

3. Number of San Marino Households with Library Cards

City Librarian McDermott presented on a Trustee request to investigate the number of San Marino Households with Library Cards. City Librarian McDermott researched the request and found that over 53% of the City's population holds Crowell Library cards, and more astonishingly over 83% of households in San Marino hold Crowell Library cards.

4. Analyst Position

City Librarian McDermott clarified that the Administrative Analyst position is divided between the Library Department at .75 FTE and City Administration at .25 FTE. The current Administrative Analyst Yoo is dedicating 25% of his time to the City's website maintenance and redesign project. The other 75% is dedicated towards the Library Department's operations.

5. Financial Budget Report – October (Preliminary)

Administrative Analyst Yoo presented the Financial Budget Report for the preliminary October Budget Report for FY17-18. According to the budget, by October 2017 spending is estimated to be at 33%. However, spending is under 33% at 29% and in healthy position moving forward.

6. Friends

a. Minutes – October

City Librarian McDermott presented the minutes of the Friends meeting on October 17, 2017. City Librarian McDermott highlighted that revenues decreased for the month of October. She concludes this may be due to decreased applications for passports at the library.

7. Foundation Update

a. Minutes – October

City Librarian McDermott presented the minutes of the Foundation meeting on October 16, 2017. City Librarian McDermott highlighted that the Foundation is preparing for the Library's 10th Anniversary. Additionally, City Librarian McDermott noted the Foundation is currently at a crossroads as there are no fundraising goals. There are a few ideas, including a redesign of the computer room.

8. Operations

a. Exterior Painting Status

Administrative Analyst Yoo presented a status update to the exterior painting project of the Crowell Public Library. City Staff went through a pre-bid job walkthrough with various vendors on October 25, 2017 and opened bids on November 8, 2017. On December 13, 2017, City Council will award the services to the lowest bidder at \$42,000. The awarded contractor will paint all sides of the library, including the wooden beams located in various areas of the library. The exterior painting is planned to be finished before the 10th Anniversary celebrations on January 27, 2017.

9. Statistics – October

City Librarian McDermott presented the library statistics for the month of October 2017. City Librarian McDermott highlighted that room rentals have increased compared to last year, but decreased overall; front door activity has increased overall; circulation has decreased over the last year; total adult, young adult and juvenile circulation has decreased; electronic access has steadily increased; Flipster has increased; GALE databases have increased, including the newspaper database; testing and education have increased; computer logins have increased; and volunteer hours have decreased. City Librarian McDermott noted getting volunteers have been an issue due to the tedious nature of shelving books.

Chairperson Hollingsworth asked how the library is able to determine whether subscriptions to online databases are worth continuing. City Librarian McDermott highlighted this is determined during the budgeting process by looking at online database statistics at the end of the fiscal year.

Chairperson Hollingsworth asked whether there were resources for patrons on how to use Overdrive. City Librarian McDermott noted patrons can visit the reference desk for more information. Chairperson Hollingsworth highlighted information regarding how to use Overdrive can be advertised in the Tribune. City Librarian McDermott also noted Assistant Librarian Joyce Peng is currently holding individual sessions to teach patrons on how to use Overdrive.

10. Programming/Services

a. Tera Forrest completed STEM Class

City Librarian McDermott presented that Librarian Tera Torres took an online class from the American Library Association regarding teaching STEM classes. Librarian Torres received a certificate and feels well prepared for future STEM classes. Librarian Torres plans to hold STEM Storytime for Pre-kindergarten patrons beginning the fall of 2018.

b. Professional Training

City Librarian McDermott presented that the library will be hosting a workplace sexual harassment training in the Barth Community Room on Wednesday, November 29, 2017. The training is required by all city staff. Additionally, on Monday, December 4, 2017 and Monday, December 11, 2017, the library will be hosting a workplace violence training; however, will only be required for city leadership staff.

c. **Young Adult Movie: American Library Association Policy**

Chairperson Hollingsworth presented that Young Adult Movie programs were controversial because some movies were rated PG-13. Chairperson Hollingsworth highlighted that libraries are exempt from taking responsibility because it is up to the parents of patrons to decide whether children should be permitted to attend Young Adult Movie programs.

City Librarian McDermott indicated that according to library policy, the library cannot restrict patrons from accessing library resources. However, to avoid further issues the library will announce the movie title in advance.

11. Technology/Marketing

a. **Video**

City Librarian McDermott reported that in an effort to market the library, Assistant Librarian Peng interviewed people from the Jazz and Swing class and inquired what they enjoyed about it. The interviews were edited and has been posted on the library's website. Additionally, City Librarian McDermott reported more interviews will be recorded, including the children's storytime and the lip reading brain aerobics class.

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 8:55 a.m. to the next regular meeting to be held on **MONDAY, January 22, 2018 at 7:30 A.M.**, in the Library's Thornton Room, 1890 Huntington Drive, San Marino, California.