

**ACTION MINUTES  
REGULAR MEETING  
OF THE SAN MARINO LIBRARY BOARD OF TRUSTEES  
JUNE 18, 2018 - 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 Chien, Derry, Hsu and Mollno

**ABSENT:** Trustee Domier

**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 May 21, 2018 minutes; seconded by Trustee Derry. The motion carried unanimously by the following votes: AYES: Chairperson Hollingsworth, Vice Chairperson Swanson, Trustees Chien, Derry, Hsu and Mollno. NOES: None.

**BOARD OF TRUSTEES REPORT**

**1. Chairperson and Trustees Reports**

Chairperson Hollingsworth presented that she attended the most recent Council Meeting on June 13, 2018, where Trustees Sue Boegh and Oscar Chien were honored for their service. Additionally, Chairperson Hollingsworth presented that the library has been in communication with the School District Community Liaison in order to translate the library card application into Chinese. All San Marino United School District students will receive a library card application upon enrollment.

**2. Crain Art Gallery Committee Report**

Trustee Hsu reported that the Crain Art Gallery will have a full schedule until April 12, 2019. The Crain Art Gallery features a variety of artists, including San Marino student Edward Zheng from July 28, 2018 to September 7, 2018.

**NEW BUSINESS**

**1. New Trustees Introduced and sworn in: Swanson, Derry and G. Chien**

City Librarian McDermott introduced and swore in Vice Chairman Eldon Swanson and Trustee Lois Derry and Trustee Genevieve Chien.

## **2. FY 18-19 Draft Budget Update**

City Librarian McDermott presented that the FY 18-19 Budget will be approved by the City Council on August 29, 2018. As a result, the Board of Trustees will not be able to review the budget until August. The Board of Trustees discussed that input was required before the August City Council Meeting. Vice Chairperson moved to write a memo to the City Manager that states the Trustees will be required to review the budget before it is reviewed before the City Council; seconded by Trustee Mollno. The motion carried unanimously by the following votes: AYES: Chairperson Hollingsworth, Vice Chairperson Swanson, Trustees Chien, Derry, Hsu and Mollno. NOES: None.

The Board of Trustees discussed to schedule a special meeting on June 20, 2018 in order to provide input on budget cuts and additions.

## **CONTINUED BUSINESS**

### **1. Ethics and Brown Act, Online TBA**

City Librarian McDermott reported that the dates Ethics and Brown Act training has not been announced.

## **CITY LIBRARIAN'S REPORT**

### **1. City: Statistics for Nearby Libraries**

City Librarian McDermott presented that she inquired from nearby libraries as to whether they kept statistics regarding residents versus non-residents. City Librarian McDermott gathered statements from Alhambra and South Pasadena. She concluded statistics regarding residents versus non-residents were not relevant statistics for the mentioned libraries.

### **2. Financial Budget Report – May (Preliminary)**

Administrative Analyst Yoo presented the preliminary April Budget Report for FY17-18. According to the budget, by May 2018 spending is estimated to be at 91.7%. However, Personnel expenditures total to 86%, Operations expenditures total to 83%, and total expenditures total to 85%. Regarding Restricted Donations expenditures total to 69%, for a grand total of expenditures at 84%. Administrative Analyst Yoo highlighted expenditures will start to pick up toward the end of the Fiscal Year.

Administrative Analyst Yoo highlighted revenues that came in during May, particularly the passport revenues during May which totaled \$27,887. Trustee Hsu inquired about the Crain Art Gallery Donations as to whether it carries over from Fiscal Year to Fiscal Year. Administrative Analyst Yoo highlighted that donations are absorbed to the General Fund at the end of the Fiscal Year.

**3. Friends**

**a. Minutes – May – N/A**

City Librarian McDermott highlighted that the Friends held a vintage comic book sale.

**4. Foundation Update**

**a. Minutes – May**

City Librarian McDermott highlighted that the Foundation is currently promoting a sponsorship program called the Power of Ten.

**5. Operations**

City Librarian McDermott reported that the HVAC unit is in good working condition.

**6. Statistics – May**

City Librarian McDermott presented the library statistics for the month of May. City Librarian McDermott highlighted that circulation is down 10% from last year. City Librarian McDermott highlight that E-books is up 26% from last year.

**7. Programming/Services**

**a. Summer Reading Club**

City Librarian McDermott reported that this year's Summer Reading Club has enrolled 600 students.

**8. Technology/Marketing**

**a. RFID Update**

City Librarian McDermott presented that pieces of the RFID equipment will be coming in this week.

**b. New IT Company: IntelesysOne**

City Librarian McDermott presented that the city have signed with a new IT company vendor called IntelesysOne, replacing SLK.

**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 9:10 a.m. to the next regular meeting to be held on **MONDAY, August 27, 2018 at 7:30 A.M.**, in the Library Thornton Room, 1890 Huntington Drive, San Marino, California.