

**ACTION MINUTES
REGULAR MEETING
OF THE SAN MARINO LIBRARY BOARD OF TRUSTEES
AUGUST 27, 2018 - 7:30 A.M.**

CALL TO ORDER Chairperson Hollingsworth called the meeting to order at 7:36 A.M.

PLEDGE OF ALLEGIANCE

ROLL CALL **PRESENT:** Chairperson Hollingsworth, Trustees Chien, Derry (arrived at 7:38 a.m.), Domier, Hsu and Mollno

ABSENT: Vice Chairperson Swanson

STAFF: City Librarian McDermott and Administrative Analyst Yoo

PUBLIC COMMENTS:

There were no public comments at this time.

APPROVAL OF MINUTES

Trustee Mollno moved to approve the June 18, 2018 minutes; seconded by Trustee Domier. The motion carried unanimously by the following votes: AYES: Chairperson Hollingsworth, Trustees Chien, Derry, Domier, Hsu and Mollno. NOES: None.

Trustee Domier moved to approve the July 6, 2018 minutes; seconded by Trustee Hsu. The motion carried unanimously by the following votes: AYES: Chairperson Hollingsworth, Trustees Chien, Derry, Domier, Hsu and Mollno. NOES: None.

BOARD OF TRUSTEES REPORT

1. Chairperson and Trustees Reports

Chairperson Hollingsworth presented that she attended the City Council Budget Meeting on June 29, 2018 and July 11, 2018. Additionally, Chairperson Hollingsworth highlighted that she met with Finance Director Josh Betta in order to discuss the City's donation policy.

Chairperson Hollingsworth presented the Library Foundation had started a fundraising campaign titled, "The Power of 10". City Librarian McDermott highlighted the donations will be used to fund the Library's capital project requests.

2. Crain Art Gallery Committee Report

Trustee Hsu reported that Ali Tam has been scheduled for Chinese Brush Paintings. Additionally, Trustee Hsu presented the Crain Art Gallery Committee is considering hosting a basic drawing workshop.

NEW BUSINESS

1. Donations Program

City Librarian McDermott presented that with the assistance of Finance Director Betta, the Library is developing a donation program. In conjunction with the donation program, the City's finance department will look to place a donation policy that will carry over donations from one fiscal year to the next fiscal year.

Administrative Analyst Yoo highlighted that quarterly reports will be presented regarding donation expenditures and revenues once a donation policy is passed in October 2018.

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.

ADMINISTRATIVE ANALYST'S REPORT

1. Financial Budget Report – June (Final)

Administrative Analyst Yoo highlighted that budget reports for the previous month can no longer be presented since they are accurate rather preliminary numbers. As a result, budget reports will be 2 months behind. Additionally, Administrative Analyst Yoo suggested to the Trustees various formats of the budget monitor.

The Trustees discussed concern of the budget monitor reports being 2 months behind. The Trustees requested for Administrative Analyst Yoo to discuss with Finance Director Betta to produce reports that are 1 month behind instead.

Administrative Analyst Yoo reported the Budget Report for June. Administrative Analyst Yoo highlighted that expenditures were at 98% of spending and revenues were at 125% of estimated income.

2. FY 18-19 Budget Update

Chairperson Hollingsworth highlighted that she attended Fiscal Year 18-19 budget City Council meetings. Administrative Analyst Yoo presented that for Fiscal Year 18-19, building and maintenance costs will be incurred by the Public Works Department and IT contract costs will be incurred by the City's Administrative Department. Additionally, the Library's proposed cuts were not implemented.

CITY LIBRARIAN'S REPORT

1. Update on Goals for Strategic Priorities

City Librarian McDermott presented the Libraries Strategic Priorities and highlighted various sections of the report, which included a presentation of tech time, a program called reading buddies, and the implementation of RFID.

2. ALA Conference

City Librarian McDermott presented she attended the ALA Conference in New Orleans and highlighted the various courses she attended.

3. Friends – Next Meeting September 19th

City Librarian McDermott highlighted that the Friends commitment to the Library has shrunk from \$69,545 to \$50,000, largely due to decreases in revenue from the Friends Book Shoppe and lack of volunteers. City Librarian McDermott reported that the Library staff will be reaching out to various community groups to fill volunteer needs at the Friends Book Shoppe.

4. Foundation Update

a. Minutes – June

City Librarian McDermott reported that the Foundation has organized a fundraising campaign called “The Power of 10” and decided to cancel Delicious Destinations.

5. Operations

a. Staffing Changes

City Librarian McDermott reported that Librarian Rebecca Russell will no longer be working for the Library, and hired a replacement Jayme Hall. Jayme Hall will be covering test proctoring and reference librarian duties. Additionally, Librarian Assistant Helen Kwan will be cutting her hours significantly, as a result the Library will look to hire a new Librarian Assistant as soon as possible.

6. Statistics – June & July

City Librarian McDermott presented the library statistics for the months June and July. City Librarian McDermott highlighted that book circulation is down 6% from last year, while electronic books have gone up instead. City Librarian reported that passport services have continued to be a successful service as well as test proctoring. The Trustees discussed that there was an interesting trend, where the number of visitors have increased; however, circulation has decreased.

City Librarian McDermott highlighted that new gate counters have been installed to get more accurate numbers for how many visitors come to the library.

7. Programming/Services

a. Summer Reading Club

City Librarian McDermott reported that this year's Summer Reading Club had enrolled 900 participants. She highlighted that Librarian Forrest promoted the Summer Reading Club by visiting various schools within San Marino School District.

b. Fourth of July Wristband Final Total

City Librarian McDermott presented that the Library sold \$31,390 worth of Fourth of July Wristbands.

c. Fall Programs

City Librarian McDermott reported that the Recreation Department's Fall Catalog has been released with programs, such as Baby Stem Story Time, History of Jazz and Swing, and Chinese Club's 6 series class related to Chinese culture.

8. Technology/Marketing

a. RFID Update

City Librarian McDermott presented that the RFID equipment has been installed and the Library staff has been tagging books. The tagging process is expected to finish by January 2019. Additionally, City Librarian McDermott presented that the Library plans to recognize the Foundation and Friends for funding the RFID project at the upcoming Council meeting on September 12.

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 9:35 a.m. to the next regular meeting to be held on **MONDAY, September 24, 2018 at 7:30 A.M.**, in the Library Thornton Room, 1890 Huntington Drive, San Marino, California.