

**ACTION MINUTES
REGULAR MEETING
OF THE SAN MARINO LIBRARY BOARD OF TRUSTEES
OCTOBER 22, 2018 - 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 Swanson, Trustee Derry, Trustee Domier, Trustee Hollingsworth, and Trustee Hsu

ABSENT: Vice Chairperson Mollno and Trustee Chien

STAFF: City Manager Marlowe, City Librarian McDermott and Administrative Analyst Yoo

City Manager Marlowe reported the current state events regarding the Recreation Department, including what was discussed in the most recent City Council meeting. A strategic plan is currently in development and preliminary work is being done to the preschool program. The City Council will decide the future of programming and upgrades of Stoneman School at a future City Council meeting.

City Manager Marlowe also discussed new staff was added to City Hall, which includes Assistant to the City Manager Amanda Fowler, Administrative Analyst/Deputy City Clerk Nia Hernandez, Administrative Assistant Courtney Martin, Account Clerk Diana Molina, and in search of a new Human Resources Manager replacing David Serrano who had recently resigned.

City Manager Marlowe highlighted the state of unfunded pension liabilities that have impacted cities throughout California.

PUBLIC COMMENTS:

There were no public comments at this time.

APPROVAL OF MINUTES

Trustee Domier moved to approve the September 24, 2018 minutes; seconded by Trustee Derry. The motion carried unanimously by the following votes: AYES: Chairperson Swanson, Trustee Derry, Trustee Domier, Trustee Hollingsworth, and Trustee Hsu. NOES: None.

BOARD OF TRUSTEES REPORT

1. Chairperson and Trustees Reports

Trustee Hollingsworth reported that she had worked with Librarian Carly Lamphere and the San Marino High School Librarian in order to focus on the needs of high school students.

2. Crain Art Gallery Committee Report

Trustee Hsu highlighted that at the recent Crain Art Gallery reception 130 people attended, and over \$50 was made. Trustee also highlighted that a new lighting system will be explored as a future project for the Crain Art Gallery.

NEW BUSINESS

1. External Links Policy

City Librarian McDermott highlighted the need of establishing an External Links Policy. City Librarian McDermott will go back to the City Attorney Steven Flower to review and draft the External Links Policy.

2. Wording on Public Computers

City Librarian McDermott reported the need to edit the wording on Public Computers as it was unclear. The Board of Trustees reviewed and revised the wording on Public Computers. Trustee Hollingsworth moved to approve the new wording on Public Computers; seconded by Trustee Domier. The motion carried unanimously by the following votes: AYES: Chairperson Swanson, Trustee Derry, Trustee Domier, Trustee Hollingsworth, and Trustee Hsu. NOES: None.

3. Close Library for Martin Luther King Day and Easter

City Librarian McDermott reported that the Library will be closed on Martin Luther King Day and Easter, and will be reported at the next City Council meeting. Additionally, City Librarian McDermott will provide the City Calendar.

CONTINUED BUSINESS

1. Donations Program Policy

Administrative Analyst Yoo reported that the City Council approved a Donation Program Policy on September 28, 2018, and during the following meeting of October 10, 2018 the City Council restricted the Library's donation funds for the total amount of \$48,858.35.

Administrative Analyst Yoo presented an internal Donation Policy for the Library that is consistent with the City's Donation Program Policy.

ADMINISTRATIVE ANALYST'S REPORT

1. Financial Budget Report

a. September

Administrative Analyst Yoo highlighted that an additional page was added to the larger Budget Monitor sheet. The additional page allows viewers to compare and contrast with last year's

expenditures and revenues. Also, Administrative Analyst Yoo reviewed the expenditures and revenues of September 2018.

CITY LIBRARIAN'S REPORT

1. State Librarian Report

City Librarian McDermott presented the State Librarian Report. The report showcases the Library's statistics fiscal year 2017-18. The report includes circulation data, library card information, staff FTE, operating costs, collection and program data. Trustee Hollingsworth moved to ratify the 2017/18 Annual Public Survey that the City Librarian has filed with the State Library and to recommend it for ratification by City Council; seconded by Trustee Domier. The motion carried unanimously by the following votes: AYES: Chairperson Swanson, Trustee Derry, Trustee Domier, Trustee Hollingsworth, and Trustee Hsu. NOES: None.

2. Friends

a. Minutes – September

City Librarian McDermott reported that the Friends of the Library reduced their funding for the Library Department to \$50,000. Additionally, the Friends of the Library has recruited a number of new volunteers to work at the Friends Bookshoppe, and have looked for ways to increase revenue.

3. Foundation Update

a. Minutes – September – n/a

City Librarian McDermott reported that the Foundation minutes is unavailable since they did not have a quorum.

4. Operations

a. Staffing Changes

City Librarian McDermott highlighted that the new part-time Librarian Hall and current Librarian Assistant Kwan have resigned. As a result, staff has been with working with the City's Human Resources Department to recruit those vacant positions.

5. Statistics – September

a. Door Count Changes

Administrative Analyst Yoo reported that with the new RFID system, the door count report can now record how many patrons come into the Library in hour segments.

City Librarian McDermott presented the Library's September statistics, which includes room rentals, circulation, fines and fees.

6. Programming/Services

a. STEM Preschool Storytime

City Librarian McDermott reported that Librarian Tera Torres ran a program for STEM Preschool students. Librarian Torres will look to create similar programs for the future.

b. Tutor.com

City Librarian McDermott highlighted that Library staff has connected with SMUSD staff to promote Tutor.com. Tutor.com is affiliated with The Princeton Review. It was purchased with the help of the Woman's Club.

7. Technology/Marketing

a. RFID Update

City Librarian McDermott presented that the RFID tagging has been making progress with 33% completion of the Library's collection. The progress is graphically presented in front of the Library entrance.

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 9:02 a.m. to the next regular meeting to be held on **MONDAY, November 26, 2018 at 7:30 A.M.**, in the Library Thornton Room, 1890 Huntington Drive, San Marino, California.