

**ACTION MINUTES  
REGULAR MEETING  
OF THE SAN MARINO LIBRARY BOARD OF TRUSTEES  
NOVEMBER 26, 2018 - 7:30 A.M.**

**CALL TO ORDER** Chairperson Swanson called the meeting to order at 7:34 A.M.

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**      **PRESENT:** Chairperson Swanson, Vice Chairperson Mollno, Trustee Chien, Trustee Derry, Trustee Domier, Trustee Hollingsworth, and Trustee Hsu (arrived at 7:36 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 Lois Derry moved to approve the October 22, 2018 minutes; seconded by Trustee Hollingsworth. The motion carried unanimously by the following votes: AYES: Chairperson Swanson, Vice Chairperson Mollno, Trustees Chien, Derry, Domier, Hollingsworth, and Hsu. NOES: None.

**BOARD OF TRUSTEES REPORT**

**1. Chairperson and Trustees Reports**

There were no Chairperson and Trustees Reports presented at this time.

**2. Crain Art Gallery Committee Report**

Trustee Hsu reported the Crain Art Gallery will feature an artist from April 22<sup>nd</sup> to May 31<sup>st</sup>, 2019. A group from Pasadena that will feature ceramic work. The calendar for 2019 from January to May is expected to be full. Trustee Hsu highlighted that \$229.60 was made between September to November. On December 13, the Crain Art Gallery is expected to meet to discuss various topics, including new lighting options.

**NEW BUSINESS**

**1. Open House – January 26, 2019**

City Librarian McDermott reported the Library is planning to have an Open House on January 26, 2019 from 10 a.m. to 3 p.m., in order to celebrate 11 years since the opening of the Library's building. Tours will be given by Trustees and will be in partnership with the Chinese Club.

## **2. Bookmark Contest**

City Librarian McDermott reported that the Bookmark Contest winners will be announced at the Open House on January 26, 2019. This year's theme is "Draw an Original Mascot."

## **3. Library Journal Star Library 2018 Ranking**

City Librarian McDermott reported that the Crowell Public Library, in the class of one million to five million dollar budget, was ranked 86 out of 1445 (5.9%) libraries in the US and 7 out of 79 (8.9%) in California.

## **CONTINUED BUSINESS**

### **1. Library Calendar 2019**

City Librarian McDermott introduced the Library Calendar for 2019. The calendar highlights when the Library will be closed. On Martin Luther King Jr. Day, the Library will be closed but will open to staff for training purposes.

### **2. Library Donation Policy**

Administrative Analyst Yoo presented the updated Library Donation Policy, which will replace the Library older donation policy from December 2016. The updated Library Donation Policy will be aligned with the City's Donation Policy.

## **ADMINISTRATIVE ANALYST'S REPORT**

### **1. Financial Budget Report**

#### **a. October**

Administrative Analyst Yoo presented the October budget and highlighted that there's been increase in personnel, however it was due to a misallocation, which is being resolved. Passport revenue for October was \$16,476.60, which has seen an increase from last fiscal year. The Friends of the Library donated in the month of October for a total of \$12,500 and plan to donate \$50,000 for the entire fiscal year.

## **CITY LIBRARIAN'S REPORT**

### **1. Friends**

#### **a. Minutes – October**

City Librarian McDermott highlighted that the Friends of the Library were recognized for their contributions at the Council Meeting in October.

## **2. Foundation Update**

### **a. Minutes – September and October**

City Librarian McDermott highlighted that the Foundation is debating whether to have an event for this fiscal year and/or strategize alternative ways to raise funds.

Trustee Hollingsworth assigned library staff to present a report on future capital projects and wish list in the next Library Board of Trustee meeting.

## **3. Operations**

### **a. Staffing**

City Librarian McDermott reported that the Library currently have 2 job openings (Librarian and Librarian Assistant). The City of San Marino has hired an interim Human Resources Manager Richard Dukellis, and City Librarian McDermott is currently in discussions with Human Resources Manager Dukellis to fill the vacant positions as soon as possible.

## **4. Statistics – October**

City Librarian McDermott highlighted that room rentals and circulation have been trending down.

The front activity has seen an increase, however this may be due to new accurate front gates having been installed. City Librarian McDermott highlighted that Tutor.com will need to be added to the statistics.

Trustee Hollingsworth requested that the Library staff investigate the Gale databases, Libby, and Best Sellers in order to determine return on investment.

City Librarian McDermott highlighted that the Library staff will be pushing weeding and organizing the Library's databases in order to report more accurate statistics.

## **5. Programming/Services**

### **a. Collection Development: Novels**

Chairperson Swanson inquired how the Library determines which novels to select and circulate. City Librarian presented that Librarian Plumley is primarily in charge and use Ingram Books as a primary resource. Library Plumley purchases books that are ranked highly on the Ingram Books website, special requests, and highly circulating books.

## **6. Technology/Marketing**

### **a. RFID Update**

City Librarian McDermott presented that children's picture books, board books, juvenile fiction books, and almost all of the juvenile non-fiction books have been tagged. The next step will be to tag Chinese children's books. The Library will push to tag more books on the winter holiday weeks and on Martin Luther King Jr holiday.

**b. New Phones**

City Librarian McDermott highlighted that the Library now has newly installed phones.

Trustee Hollingsworth requested that in the next Trustee meeting the Library staff present the updated External Links policy.

**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 8:17 A.M. to the next regular meeting to be held on **MONDAY, January 28, 2019 at 7:30 A.M.**, in the Library Thornton Room, 1890 Huntington Drive, San Marino, California.