

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

CALL TO ORDER Chair Mollno called the meeting to order at 7:32 A.M.

PLEDGE OF ALLEGIANCE

ROLL CALL **PRESENT:** Chairperson Mollno, Vice Chairperson Hollingsworth, Trustee Derry, Trustee Hsu, Trustee Swanson, Trustee Domier, and Trustee Chien

ABSENT: None

STAFF: Interim Community Services Director Cesar Monsalve, City Librarian McDermott

PUBLIC COMMENTS:

There were no public comments at this time.

APPROVAL OF MINUTES

The minutes from the June 24, 2019 meeting were not readily available to approve at this time.

BOARD OF TRUSTEES REPORT

1. Chairperson and Trustees Reports

There were no Chairperson and Trustees reports at this time.

2. Crain Art Gallery Committee Report

Trustee Hsu reported that no new artwork was readily available, but proposed exhibition schedules were under review. In addition, recent artwork sales resulted in a \$7,000 donation to the Library.

NEW BUSINESS

1. Closing Library for Delicious Destinations, November 15 – 16

City Librarian McDermott highlighted that Delicious Destinations will return to raise funds to upgrade the public access computers. Vice Chairperson Hollingsworth moved to close the Library on November 15 and 16 for Delicious Destinations; seconded by Trustee Swanson. The motion carried unanimously by the following votes: AYES: Chairperson Mollno, Vice Chairperson Hollingsworth, Trustee Derry, Trustee Hsu, Trustee Swanson, Trustee Domier, and Trustee Chien. NOES: None.

2. Analyst Update

City Librarian McDermott reported Administrative Analyst Christopher Yoo left the City of San Marino and Interim Director Monsalve reported that the search for a replacement is underway.

3. Update on Goals for Strategic Priorities

City Librarian McDermott reported that minor updates were made to the statistical figures of the Strategic Priorities.

Interim Director Monsalve also reported that the upgrades to the City website would strive to enhance communication with the public and transparency by offering tools to display progress on Strategic Priority goals.

4. Voting Center

City Librarian McDermott reported that the Los Angeles County Registrar approved the Crowell Library to be a multi-day voting center within March 2020 and November 2020.

5. Census

City Librarian McDermott reported that two public access computers will be devoted to the 2020 Census during March through June 2020, supported by volunteers.

6. Brown Act Overview

City Librarian McDermott provided a brief summary of the California Ralph M. Brown Act.

CONTINUED BUSINESS

1. RFID Closed Week Review

City Librarian McDermott highlighted that the Library was closed from July 29 through August 2, 2019 for RFID tagging and completed tagging on a significant percentage of the Library's collection.

2. Capital Improvement Items for FY 19-20 Review

a. Barth AV Upgrade

There was no report available at this time.

b. Entry Canopy

There was no report available at this time.

c. Citywide Computer Replacement

City Librarian McDermott reported that staff computers will be replaced throughout the city, based on a priority schedule.

ADMINISTRATIVE ANALYST'S REPORT

I. Financial Budget Report

a. July - Preliminary

There was no report provided at this time.

b. FY 18-19

City Librarian McDermott reported that approximately 98% of budgeted funds were spent by the end of Fiscal Year 2018-19, ending June 30, 2019.

c. Quarterly Donation

There was no report provided at this time.

CITY LIBRARIAN'S REPORT

I. Friends

a. Minutes – May / No Meeting in July and August

2. Foundation

a. Minutes – May and July

There was no report provided at this time.

b. Delicious Destinations: November 15 – 16

City Librarian McDermott highlighted the theme and logistical elements for Delicious Destinations.

3. Operations

a. Staffing

i. Part-Time Library Assistants: Laura Fry, Angela Hsiao

City Librarian McDermott highlighted the arrival of two new Part-Time Library Assistants.

ii. Analyst

City Librarian McDermott highlighted that seven strong candidates would be interviewed on August 27, 2019 for the Administrative Analyst position.

iii. Librarian II

City Librarian McDermott highlighted that Rebecca Russell would return as a Full-Time Librarian II.

iv. Library Assistant

City Librarian McDermott reported that a Library Assistant position was vacated and the search for a replacement would begin.

b. Safety Training, July 24 Review

City Librarian McDermott highlighted the Safety Training for Library staff conducted by CJPIA and social media training.

4. Statistics – June / July

City Librarian McDermott highlighted that print circulation was down; however, no other significant changes to other statistical figures.

5. Programming/Services

a. Summer Reading Club

City Librarian McDermott highlighted that 804 children, 100 teens, and 43 adults participated in the Summer Reading Club.

b. Fourth of July Wristband Sales

City Librarian McDermott highlighted that 9,300 wristbands were sold for Fourth of July; 4,900 of which were sold at the Library.

c. Fall Programming

City Librarian McDermott highlighted major fall programming events, including Storytime.

6. Technology/Marketing

a. RFID Update

City Librarian McDermott highlighted that all Adult Non-Fiction materials were tagged, as of August 2, 2019.

WRITTEN COMMUNICATIONS OR 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 8:35 A.M. to the next regular meeting to be held on **MONDAY, September 23, 2019 at 7:30 A.M.**, in the Library Thornton Room, 1890 Huntington Drive, San Marino, California.