

**ACTION MINUTES  
REGULAR MEETING  
OF THE SAN MARINO LIBRARY BOARD OF TRUSTEES  
SEPTEMBER 23 - 7:30 A.M.**

**CALL TO ORDER** Trustee Hollingsworth called the meeting to order at 7:33 A.M.

**PLEDGE OF ALLEGIANCE**

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

**ABSENT:** Chairperson Mollno, Trustee Derry, Trustee Hsu

**STAFF:** City Librarian McDermott

**PUBLIC COMMENTS:**

There were no public comments at this time.

**APPROVAL OF MINUTES**

Minutes were not available for the August 26, 2019 meeting. Vice Chairperson Hollingsworth requested an update from City Librarian McDermott as to when the minutes would be made available for approval.

**BOARD OF TRUSTEES REPORT**

**1. Chairperson and Trustees Reports**

There were no Chairperson and Trustees reports at this time.

Trustee Swanson asked why the Wish List was no longer posted in a public area and how members of the public are aware of the items they may financially support. The Board recommended modifying the physical Wish List board into a digital advertisement and City Librarian McDermott advised that she will look into the creation of such an advertisement. The Board requested an updated Wish List for the October meeting.

**2. Crain Art Gallery Committee Report**

There was no report at this time.

**NEW BUSINESS**

**1. New Interim Community Services Director: Josette Espinosa**

City Librarian McDermott reported that Josette Espinosa will assume the position of Interim Community Services Director on September 26 and will hold the position for approximately six months.

**2. Cesar Monsalve's Last Day: October 3**

City Librarian McDermott reported that Interim Community Services Director Cesar Monsalve will leave the City of San Marino on October 3.

**3. New City Website to go Live October 1<sup>st</sup>**

City Librarian McDermott reported that the new City website is scheduled to go live on October 1.

**CONTINUED BUSINESS**

**1. Approved by City Council: Closing Library for Delicious Destinations, November 15 – 16**

City Librarian McDermott reported that the City Council approved the closure of the Library for Delicious Destinations.

Cindy Chan, representing the San Marino Public Library Foundation, provided a brief update and overview of Delicious Destinations. At the time of the meeting, total sponsorships amounted to \$28,100 and invitations will be mailed out to residents. Funds raised for the event will go towards upgrading the public access computers within the Crowell Library for FY 2020-2021.

**ADMINISTRATIVE ANALYST'S REPORT**

**1. Financial Budget Report**

**a. August - Preliminary**

There was no report available at this time.

**CITY LIBRARIAN'S REPORT**

**1. Friends**

**a. Minutes – June**

City Librarian McDermott reported the Friends donated \$100 in seed money to purchase earbuds that may be used at the public access computers and to be sold for \$2 each. Sales from the earbuds will be used towards purchasing additional earbuds in the future.

**2. Foundation**

**a. Minutes – August**

There was no report at this time.

**b. Delicious Destinations: November 16**

There was no report at this time. Cindy Chan provided an update of the event earlier in the meeting.

**3. Operations**

**a. Staffing**

**i. Analyst**

The Community Services Administrative Analyst will begin on September 24.

City Librarian McDermott stated that the Library is in the process of filling a vacant Library Assistant position. In addition, the City hired a Human Resources Manager.

**4. Statistics – August**

City Librarian McDermott highlighted that the front door activity increased in comparison to the prior year. Print Circulation is down and e-downloads are up.

**5. Programming/Services**

**a. Tutor.com**

City Librarian McDermott stated that the Library will cease use of Tutor.com due to a lack of usage.

**b. Storytime well attended**

City Librarian McDermott reported that Storytime was well attended.

**c. Winter Programming**

City Librarian McDermott highlighted that the Jazz & Swing program is returning October 1 for six sessions and will be led by Dr. Thom Mason, USC Professor Emeritus of Jazz Studies at the Thornton School of Music. The event was paid for by the Friends of the Library

**6. Technology/Marketing**

**a. RFID Update**

City Librarian McDermott highlighted that all Children and Young Adult materials have been tagged and nearly finished with the Adult Non-Fiction books. Library staff are beginning the

process to tag Chinese Fiction and Non-Fiction. The anticipated date of completion for all materials is November 15.

**b. Nest Camera Account Hack**

City Librarian McDermott reported that an unknown entity enabled two-factor authentication on the Nest Camera Account, thereby locking out library staff from accessing the cameras. The account was closed and a new account was opened in order to access the 12 Nest Cameras.

**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 8:09 A.M. to the next regular meeting to be held on **MONDAY, October 28, 2019 at 7:30 A.M.**, in the Library Thornton Room, 1890 Huntington Drive, San Marino, California.