

**ACTION MINUTES
REGULAR MEETING
OF THE SAN MARINO LIBRARY BOARD OF TRUSTEES
OCTOBER 28 - 7:30 A.M.**

CALL TO ORDER Chairperson Mollno called the meeting to order at 7:30 A.M.

PLEDGE OF ALLEGIANCE

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

ABSENT: None

STAFF: Assistant to the City Manager Fowler, City Librarian McDermott, Administrative Analyst Zubiarte

PUBLIC COMMENTS:

There were no public comments at this time.

APPROVAL OF MINUTES

Trustee Swanson moved to approve the August 26, 2019 minutes; seconded by Trustee Domier. The motion carried unanimously by the following votes: AYES: Chairperson Mollno, Vice Chairperson Hollingsworth, Trustees Derry, Hsu, Swanson, Chien, and Domier. NOES: None.

Trustee Domier moved to approve the September 23, 2019 minutes as amended to include Chairperson Mollno as absent; seconded by Chairperson Mollno. The motion carried unanimously by the following votes: AYES: Chairperson Mollno, Vice Chairperson Hollingsworth, Trustees Derry, Hsu, Swanson, Chien, and Domier. NOES: None.

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 provided an overview of upcoming exhibitions for the Crain Art Gallery, including displays of dolls and books that portray the lifesaving work during the Holocaust. The Gallery is scheduled to be booked from February 29 to April 10, 2020.

In addition, Trustee Hsu reported on the fund balance for the Crain Art Gallery.

NEW BUSINESS

1. New City Website is Live

City Librarian McDermott reported that Assistant to the City Manager Fowler led the City's efforts to update the website, which went live on October 10, 2019.

2. Annual Report being prepared

City Librarian McDermott reported that the 2019 Annual Report is being prepared and will be presented to the Trustees at the November 25, 2019 meeting.

3. City Council Approved the Commitment of Donation Fund Reserves

City Librarian McDermott reported that the City Council approved the commitment of donation fund reserves for the 2019-2020 fiscal year.

4. The Wish List is Up on our Circulation Television

City Librarian McDermott informed the Trustees that the Wish List was digitized and placed on the television behind the Circulation desk.

5. December Meeting Cancelled

City Librarian McDermott reminded the Trustees that the December 2019 meeting was cancelled at the September 2018 meeting.

CONTINUED BUSINESS

1. New Interim Community Services Director: Josette Espinosa

City Librarian McDermott reported that Josette Espinosa started in her role as the Interim Community Services Director for approximately six months. Assistant to the City Manager Fowler stated that a permanent director will be recruited once the re-envisioning process for the Recreation Division nears completion.

ADMINISTRATIVE ANALYST'S REPORT

1. Financial Budget Report

a. FY 2018-19 June - Final

Analyst Zubiata provided the final figures for the 2018-2019 Fiscal Year. Total expenditures amounted to 97% of the budgeted funds. Total revenues amounted to 102% of all revenue projections.

b. FY 2019-20 August (final) September (preliminary)

Analyst Zubiata provided the Financial Budget Report for August and September of Fiscal Year 2019-2020. YTD expenditures were at 22%. By the same time in Fiscal Year 2018-2019, expenditures were at 28%.

CITY LIBRARIAN'S REPORT

I. Friends

a. Minutes – September N/A

City Librarian McDermott stated that there was not a quorum at the Friends of the Library meeting to approve the September minutes.

b. Earbud Sales

City Librarian McDermott reported that sales for the earbuds has been going well and 24 earbuds were sold in the first month.

2. Foundation

a. Minutes – September

City Librarian McDermott did not provide a report on the September minutes.

b. Delicious Destinations: November 15-16

City Librarian McDermott stated that the Foundation is well underway in preparations for Delicious Destinations and the Foundation received approximately \$40,000 in sponsorships.

3. Operations

a. Staffing

i. Analyst

City Librarian McDermott stated that the role was filled by Analyst Zubiata.

ii. Library Assistant Interview

City Librarian McDermott reported that there is one (1) vacancy for a Library Assistant and interviews will be conducted to fill the position.

4. Statistics – September

City Librarian McDermott highlighted that Print Circulation is down and e-downloads are up. Access to Gale Opposing Viewpoints increased by more than 3,000% since last fiscal year.

5. Programming/Services

a. In N Out “Cover to Cover” Program, October 5 – Nov 16

City Librarian McDermott stated that the Library is participating in the In N Out program that is directed at children.

b. Bookmark Contest, Nov 25 – Dec 17

City Librarian McDermott reported the bookmark contest will commence later in the year and the theme is “Healthy Habits”.

c. Winter Programming

City Librarian McDermott highlighted that winter programming is being finalized for the months of January through March 2020.

d. Open House – January 25

City Librarian McDermott highlighted that the Crowell Library will host its annual Open House on Saturday, January 25, 2020.

e. California Library Association

City Librarian McDermott informed the Trustees that she attended the CLA conference in Pasadena, CA and gained helpful knowledge to help benefit the library.

6. Technology/Marketing

a. RFID Update

City Librarian McDermott highlighted that RFID tagging is 87% complete and the self-check-out station will be debuted at Delicious Destinations, but will go live to the public at the Open House.

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 8:13 A.M. to the next regular meeting to be held on **MONDAY, November 25, 2019 at 7:30 A.M.**, in the Library Thornton Room, 1890 Huntington Drive, San Marino, California.