

**ACTION MINUTES
REGULAR MEETING
OF THE SAN MARINO LIBRARY BOARD OF TRUSTEES
NOVEMBER 25 - 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 Swanson, Trustee Chien, and Trustee Domier

ABSENT: Trustee Hsu

STAFF: Community Engagement Manager Fowler, City Librarian McDermott, Administrative Analyst Zubiante

PUBLIC COMMENTS:

There were no public comments at this time.

APPROVAL OF MINUTES

Trustee Swanson moved to approve the October 28, 2019 minutes; seconded by Trustee Domier. The motion carried unanimously by the following votes: AYES: Chairperson Mollno, Vice Chairperson Hollingsworth, Trustees Derry, 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

There was no report at this time.

NEW BUSINESS

1. Trustees Calendar 2020

The Board directed City Librarian McDermott to create a meeting schedule for the 2020 calendar year, tentatively without meetings in July and December. The Board will review the proposed meeting schedule at the January 27, 2020 meeting.

2. State Library Annual Report

City Librarian McDermott provided an overview of the 2019 Annual Report and the Board directed that edits be made to ensure consistency throughout the document.

3. Can the Minutes be taken by a Board member?

Chairperson Mollno inquired if the minutes could be taken by a Board member so as to ensure more detailed notes were included in the record. Currently, only action or direction by the Board is included in the minutes. No decision was made.

CONTINUED BUSINESS

I. Library Website

City Librarian McDermott provided an update on the new website and Community Engagement Manager Fowler stated that if users encounter any issues then they are advised to take a screenshot or document the problem for further review.

2. Capital Improvement: Awning, Barth Audio/Visual

Analyst Zubiata provided updates on the awning and Barth Community Room AV upgrades. Two additional bids are needed to move the awning project forward. IntelesysOne created and distributed the bid specifications for the Barth upgrades.

Vice Chairperson Hollingsworth directed that a listing of future capital projects and their funding sources be provided at the January 27, 2020 meeting for the Board's review.

ADMINISTRATIVE ANALYST'S REPORT

I. Financial Budget Report

a. FY 2019-20 October

Analyst Zubiata provided the Financial Budget Report for October of Fiscal Year 2019-2020. Contract services were approximately 50% expended, largely due to annual renewals. Children's books (101 account) were 85% expended, but the library will draw funds out of the 281 account once the 101 account is spent. YTD expenditures for all funds were at 29%. By the same time in Fiscal Year 2018-2019, expenditures for all funds were at 41%.

CITY LIBRARIAN'S REPORT

I. Friends

a. Minutes – September & October – No Quorum

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

2. Foundation

a. Minutes – October

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

b. Delicious Destinations Report

City Librarian McDermott highlighted the success of Delicious Destinations.

3. Operations

a. Staffing

i. Library Assistant

City Librarian McDermott stated a candidate was selected and is currently going through the personnel on-boarding process.

ii. Librarian I Part-Time

City Librarian McDermott reported one part-time Librarian I staff member left and a recruitment process is underway.

4. Statistics – October

City Librarian McDermott highlighted that e-book downloads were exceptionally high, which indicates a large jump in electronic circulation.

5. Programming/Services

a. Bookmark Contest, Nov 25 – Dec 17

City Librarian McDermott reported the bookmark contest is underway and themed, “Healthy Habits”. The winners will be showcased at the Open House in 2020.

b. Open House – January 25

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

6. Technology/Marketing

a. RFID Update

City Librarian McDermott highlighted that RFID tagging is nearly complete and the self-check-out station 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 8:19 A.M. to the next regular meeting to be held on **MONDAY, January 27, 2019 at 7:30 A.M.**, in the Library Thornton Room, 1890 Huntington Drive, San Marino, California.