

**ACTION MINUTES  
REGULAR MEETING  
OF THE SAN MARINO LIBRARY BOARD OF TRUSTEES  
JANUARY 28, 2019 - 7:30 A.M.**

**CALL TO ORDER** Chairperson Swanson called the meeting to order at 7:35 A.M.

**PLEDGE OF ALLEGIANCE**

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

**ABSENT:** Vice Chairperson Mollno and Trustee Hollingsworth

**STAFF:** City Librarian McDermott and Administrative Analyst Yoo

**PUBLIC COMMENTS:**

There were no public comments at this time.

**APPROVAL OF MINUTES**

Trustee Hsu moved to approve the November 26, 2018 minutes; seconded by Trustee Domier. The motion carried unanimously by the following votes: AYES: Chairperson Swanson, Trustees Chien, Derry, Domier, and Hsu. NOES: None.

**BOARD OF TRUSTEES REPORT**

**1. Chairperson and Trustees Reports**

Chairperson Swanson reported that the Trustees were represented at the January 26 Open House and that he presented information regarding the RFID system during the opening of the Open House.

**2. Crain Art Gallery Committee Report**

Trustee Hsu reported that the Crain Art Gallery has now booked artists through the end of 2019. Additionally, Trustee Hsu highlighted that a number of donations were received totaling \$520.60 through fiscal year 18-19.

Trustee Hsu presented that library staff and the Crain Art Gallery Committee had a joint meeting to discuss the Crain Art Gallery's Restricted Donations Fund, and directed library staff to report monthly regarding the Crain Art Gallery's Restricted Donations Fund. Also, the Crain Art Gallery Committee recommended for the Board of Trustees to be involved in the hiring process of the Community Services Director position.

**NEW BUSINESS**

**1. Open House – January 26, 2019**

City Librarian McDermott presented that the 11<sup>th</sup> Anniversary Open House was successful and thanked the Trustees for participating. City Librarian McDermott highlighted that Jenny Chu was awarded the Volunteer of the Year award. Jenny Chu helps the library in procuring Chinese language books from Taiwan and ships them to the Library.

## **2. Bookmark Contest**

City Librarian McDermott presented that Bookmark Contest winners were recognized during the Open House, winning \$100.

## **3. Form 700**

City Librarian McDermott reported that all of the Trustees are required to fill Form 700 and turn into Clerk Typist II Jennifer Nguyen.

## **4. Department Operational Plans and Priority Initiatives**

City Librarian McDermott presented that the Library developed 6 focus areas that described the Library's day to day operations. The operational plans will be used to develop the Library's budget. Additionally, City Librarian McDermott will email the Trustees to get feedback on the Library's priority initiatives before it's presented before City Council.

## **5. Council Liaison Change**

City Librarian McDermott reported that the Council Liaisons have changed to Vice Mayor Gretchen Sheperd Romey as the primary liaison and Mayor Steven Huang as the alternate liaison.

## **CONTINUED BUSINESS**

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

City Librarian McDermott highlighted that the Crowell Public Library is ranked at the 5.9% of libraries in the nation of its budget class and top 10 in California.

### **2. External Links Policy**

City Librarian McDermott presented the Library's revised External Links Policy and was reviewed by the City Attorney Flower. The External Links Policy will describe what can be posted to the Library's website. Trustee Domier moved to approve the External Links Policy; seconded by Trustee Hsu. The motion carried unanimously by the following votes: AYES: Chairperson Swanson, Trustees Chien, Derry, Domier, and Hsu. NOES: None.

## **ADMINISTRATIVE ANALYST'S REPORT**

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

**a. November & December**

City Librarian McDermott presented the November and December budget. City Librarian highlighted the credited charge in benefits in November, which was reallocated to various departments. The Library's budget in December is at the half way mark with General Fund Personnel expenditures at 49% and total General Fund expenditures at 48%. City Librarian McDermott also highlighted the McFarland donation of about \$5,000 for Children's books.

**CITY LIBRARIAN'S REPORT**

**1. Friends**

**a. Minutes – November & December**

City Librarian McDermott presented that the Friends would like to build an awning. City Librarian McDermott will work with Public Works Director Throne to get estimates and his professional opinion on the project.

**2. Foundation Update**

**a. Minutes – November & December**

City Librarian McDermott reported that the Foundation was involved in the preparation of the Library's Open House.

**3. Operations**

**a. Staffing**

City Librarian McDermott reported the Library is short staffed, missing a part-time Librarian and Library Assistant.

**4. Statistics – November & December**

City Librarian McDermott highlighted that the Young Adult Circulation is up 32% in November and 25% in December.

**5. Programming/Services**

City Librarian McDermott highlighted that Dr. Slavkin's lectures on Precision Medicine have been successful and have received positive feedback from attendants.

**6. Technology/Marketing**

**a. RFID Update**

City Librarian McDermott presented that the Children's area is almost entirely tagged, and estimates the tagging will be done by early 2020.

**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, February 25, 2019 at 7:30 A.M.**, in the Library Thornton Room, 1890 Huntington Drive, San Marino, California.