

**ACTION MINUTES  
REGULAR MEETING  
OF THE SAN MARINO LIBRARY BOARD OF TRUSTEES  
FEBRUARY 25, 2019 - 7:30 A.M.**

**CALL TO ORDER** Chairperson Swanson called the meeting to order at 7:32 A.M.

**PLEDGE OF ALLEGIANCE**

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

**ABSENT:** None

**STAFF:** City Manager Marlowe, City Librarian McDermott and Administrative Analyst Yoo

**PUBLIC COMMENTS:**

There were no public comments at this time.

**APPROVAL OF MINUTES**

Trustee Hsu requested that the minutes of the January 28, 2019 be amended.

Trustee Hsu moved to approve the January 28, 2019 minutes as amended; seconded by Trustee Domier. The motion carried unanimously by the following votes: AYES: Chairperson Swanson, Trustee Chien, Derry, Domier, and Hsu. NOES: None. ABSTAIN: Vice Chairperson Mollno and Trustee Hollingsworth.

**BOARD OF TRUSTEES REPORT**

**1. Chairperson and Trustees Reports**

Trustee Hsu recognized a volunteer that was a photographer at the Library's 11<sup>th</sup> Anniversary.

**2. Crain Art Gallery Committee Report**

Trustee Hsu directed Administrative Analyst Yoo to report to the Crain Art Gallery Committee periodic reports regarding the Crain Art Gallery Donation Fund.

**NEW BUSINESS**

**1. Joint Meeting with Council, March 13, 5pm**

City Librarian McDermott presented that the Board of Trustees will be scheduled to meet with the City Council on March 13, 2019 at 5:00 p.m. The following trustees were assigned to various topics to present before the City Council:

- Chairperson Swanson – RFID

- Vice Chairperson Mollno – Library Programs
- Trustee Chien – Chinese Programs
- Trustee Derry – Library Support Groups
- Trustee Domier – Library Fact Sheet
- Trustee Hollingsworth – Passport Services
- Trustee Hsu – Crain Art Gallery

## **2. Budget Meeting with City Manager Marcella Marlowe**

City Manager Marlowe provided an overview of the Community Services Director position that will oversee both the Library and Recreation Departments.

City Manager Marlowe presented the budget process for Fiscal Year 2019-20. The budget will involve several new steps, one was the formation of a budget subcommittee, consisting of Council Members Jakubowski and Ude. The Council also directed city staff to create an operating manual that summarizes the day-to-day operations of each department. The city staff was also directed to brainstorm priority initiatives and ended up with 15 priority initiatives that will be included the budget.

Special budget meetings are scheduled for the latter half of March, with each department giving a budget presentation. The Library's budget, along with other city departments, is expected to remain flat. The Recreation and Library budgets will remain separate for Fiscal Year 2019-20. In April, the capital program will be presented before council and in May, a complete preliminary budget will be presented before council.

## **3. Budget Process Meeting, March 13**

City Librarian McDermott requested the Board of Trustees schedule a special meeting on Wednesday, March 13<sup>th</sup> at 4:00 p.m. to discuss the budget.

## **4. Review after Community Services Interview**

City Librarian McDermott presented that once Community Services Director is recruited, Trustee Liz Hollingsworth will meet with the Community Services Director.

## **5. Serving With A Purpose, May 23**

City Librarian McDermott highlighted that Serving With a Purpose will be held May 23<sup>rd</sup>.

## **CONTINUED BUSINESS**

### **1. Bookmark Contest Winners**

City Librarian McDermott presented that the bookmark contest winners were recognized at the Library's open house and the recent City Council meeting. Three out of six winners were repeat winners.

**ADMINISTRATIVE ANALYST'S REPORT**

**1. Financial Budget Report**

**a. January**

Administrative Analyst Yoo provided the Financial Budget Report from January. The Board of Trustees directed staff to present quarterly donation reports.

**CITY LIBRARIAN'S REPORT**

**1. Friends**

**a. Minutes – November & December**

City Librarian McDermott provided the Friends minutes from November and December. The Board of Trustees discussed to explore the Restricted Donation Fund and Capital Project program before the Friends spends funds on an awning.

**2. Foundation Update**

**a. Minutes – November & December**

City Librarian McDermott provided the Foundation minutes from November and December.

**3. Operations**

**a. Staffing**

City Librarian McDermott highlighted the Library currently have a Librarian I and Library Assistant vacancies.

**b. Umbrella Damage**

City Librarian McDermott reported the patio umbrellas were damaged during the recent storm.

**c. Cash Register**

City Librarian McDermott reported that the Cash Register is not currently accepting credit cards.

**d. Incident Report**

City Librarian McDermott provided the Incident Report involving a homeless person.

**4. Statistics – November & December**

City Librarian McDermott provided the statistics from November and 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 30% of the Library's materials have been tagged. City Librarian McDermott is exploring to close the Library in August to focus on RFID tagging.

**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 9:34 A.M. to the next regular meeting to be held on **MONDAY, March 25, 2019 at 7:30 A.M.**, in the Library Thornton Room, 1890 Huntington Drive, San Marino, California.