

**ACTION MINUTES
REGULAR MEETING
OF THE SAN MARINO LIBRARY BOARD OF TRUSTEES
JANUARY 27, 2020 - 7:30 A.M.**

CALL TO ORDER Vice Chairperson Hollingsworth called the meeting to order at 7:31 A.M.

PLEDGE OF ALLEGIANCE

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

ABSENT: Chairperson Mollno

STAFF: City Librarian McDermott and Management Analyst Zubiata

PUBLIC COMMENTS:

There were no public comments at this time.

APPROVAL OF MINUTES

Trustee Domier moved to approve the November 25, 2019 minutes with a title change for Community Engagement Manager Fowler; seconded as amended by Trustee Swanson. The motion carried unanimously by the following votes: AYES: Vice Chairperson Hollingsworth, Trustees Derry, Hsu, Swanson, Chien, and Domier. NOES: None.

BOARD OF TRUSTEES REPORT

1. Chairperson and Trustees Reports

Vice Chairperson Hollingsworth introduced the new Council Liaison, Councilmember Susan Jakubowski, in addition to commending the Library Open House and GreenPlay Recreation Needs Assessment results that emphasized the value of the Crowell Library.

Trustee Swanson inquired about glitches within the new city website and challenges patrons have had in navigating the pages. Community Engagement Manager Fowler will address the challenges.

2. Crain Art Gallery Committee Report

Trustee Hsu reported that \$65.00 were received and upgrades will be done to the lighting in the Gallery.

NEW BUSINESS

1. Trustees Calendar 2020

City Librarian McDermott reported that a calendar was not developed but will be emailed to the Board by January 27, 2020 with the May meeting moved to the third Monday and no meetings in July or December.

2. Crowell Public Library Closures Calendar

City Librarian McDermott provided the Board with the closures of the Library that are scheduled to occur within 2020.

3. City Budget Process Calendar

Vice Chairperson Hollingsworth provided copies of the Council Budget Calendar to the Board and advised the Board that a Special Meeting may be called to discuss budgetary matters for the Library. Community Engagement Manager Fowler provided a brief overview of the budget calendar.

4. Library & Recreation Training – February 14, 2020 – Closed Half Day

City Librarian McDermott reported that a training will take place with the Library and Recreation Divisions to unify as Community Services.

CONTINUED BUSINESS

I. Capital Improvements

Management Analyst Zubiata provided copies of the schedule for Capital Improvement Projects and reported that the awning is nearing installation. The Barth Room AV upgrades are in the pre-bid stages. In addition, bid specifications are being generated for the upgrades to the public access computers.

Vice Chairperson Hollingsworth moved to direct staff to identify the top priorities for the next fiscal year to get accurate budgetary figures; seconded by Trustee Swanson. The motion carried unanimously by the following votes: AYES: Vice Chairperson Hollingsworth, Trustees Derry, Hsu, Swanson, Chien, and Domier. NOES: None.

2. Wish List Update

City Librarian McDermott reported that a Cricut machine was donated to the Library after being placed on the Wish List.

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

Management Analyst Zubiata reported that the format of minutes within the City are decided by the City Council and the format cannot be changed.

ADMINISTRATIVE ANALYST'S REPORT

I. Financial Budget Report

a. November – December

Management Analyst Zubiata reported that spending is on par for the most part at the mid-year mark. An area of concern is the lower-than-expected revenues from passport fees which was at 38%, as opposed to 50%.

b. Operational Plans and Priorities

Management Analyst Zubiata reported that discussions with Finance Director Paul Chung led to the creation of a spending plan to ensure that the Library spends its budgeted monies in a timely manner. Any large expenses made at the end of the fiscal year may not get approved.

CITY LIBRARIAN'S REPORT

1. Friends

a. Minutes – September to December

City Librarian McDermott reported that the Friends obtained a quorum and were able to approve the minutes from September through December.

2. Foundation

a. Minutes – November & December

City Librarian McDermott briefly reported on the revenue generated from Delicious Destinations.

3. Operations

a. Staffing

i. Library Assistant – Breanna Paniagua

City Librarian McDermott highlighted that the Library Assistant position was filled.

ii. Part-Time Librarian I

City Librarian McDermott reported that the Librarian I vacancy was not filled and other options will be reviewed in filling this position.

4. Statistics – November and December

City Librarian McDermott highlighted that print circulation continues to fall; however, this is a national trend. The Board directed City Librarian McDermott to check the ebook downloads again and ensure that the figures are accurate.

5. Programming/Services

a. Housebound Delivery

City Librarian McDermott highlighted that the Library is exploring the option of delivering materials to housebound residents or expanding on digital items for patrons to access.

b. Open House – January 25

City Librarian McDermott highlighted the success of the Library Open House.

6. Technology/Marketing

a. RFID Update

City Librarian McDermott highlighted that all the print materials were tagged and the self-check station is online for patrons to use.

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 9:07 A.M. to the next regular meeting to be held on **MONDAY, February 24, 2020 at 7:30 A.M.**, in the Library Thornton Room, 1890 Huntington Drive, San Marino, California.