

**ACTION MINUTES
REGULAR MEETING
OF THE SAN MARINO LIBRARY BOARD OF TRUSTEES
FEBRUARY 24, 2020 - 7:30 A.M.**

CALL TO ORDER Chairperson Mollno called the meeting to order at 7:33 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: Community Engagement Manager Fowler, City Librarian McDermott, and Management Analyst Zubiarte

PUBLIC COMMENTS:

There were no public comments at this time.

APPROVAL OF MINUTES

Vice Chairperson Hollingsworth moved to approve the minutes from January 27, 2020 meeting; seconded by Trustee Chien. 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

Vice Chairperson Hollingsworth moved to change the March 2020 meeting from 7:30 AM to 8:30 AM; seconded by Trustee Swanson. The motion carried unanimously by the following votes: AYES: Chairperson Mollno, Vice Chairperson Hollingsworth, Trustees Derry, Hsu, Swanson, Chien, and Domier. NOES: None.

2. Crain Art Gallery Committee Report

Trustee Hsu reported that no donations were received for the Crain Art Gallery and the Gallery has exhibits scheduled through May 29, 2020.

NEW BUSINESS

1. Joint Meeting with City Council on Wednesday, March 11 at 5 P.M.

Community Engagement Manager Fowler reported that the Joint Meeting with City Council was cancelled until further notice. The Board was advised that the City Clerk would alert the Trustees

when a Joint Meeting may be held. This item was moved to Continued Business for the March 2020 meeting.

2. Library Journal Star Libraries

City Librarian McDermott highlighted that the Crowell Public Library was ranked in the top 5% of libraries in its budget class, up from 5.9% last year.

3. Joint Meeting for all Library Support Groups

Chairperson Mollno emphasized the value of hosting a Joint Meeting with the Library, the San Marino Public Library Foundation, and the Friends of the Library. Chairperson Mollno moved to hold the Joint Meeting on Wednesday, May 6, 2020 at 7:30 PM; 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. Vice Chairperson Hollingsworth requested that Community Services Director Espinosa attend the meeting.

4. Library as a Vote Center on February 29 – March 3, 2020

City Librarian McDermott reported that the Barth Community Room in the Crowell Public Library was designated as a Voting Center for the California Primary Elections to occur from February 29 – March 3, 2020.

5. Census at the Library

City Librarian McDermott reported that the Library will aid in the United State Census and will designate several public-access computers towards that purpose.

6. Grant Proposal to Refurbish the Young Adult Area

City Librarian McDermott proposed applying for a grant the fund the refurbishment of the Young Adult area in the Crowell Public Library.

CONTINUED BUSINESS

I. Capital Improvements

Management Analyst Zubiata provided updated copies of the schedule for Capital Improvement Projects. Analyst Zubiata reported that the awning/covering project was to be handled by the Parks and Public Works Department due to changes in the installation. An installation timeline and updated cost were not readily available. A pre-bid meeting was held for the Barth Room AV upgrades and staff are waiting on the bids for the project. For Fiscal Year 2020-21, window tinting, the security camera upgrade, and Computer Room renovation were identified as priority projects.

Chairperson Mollno moved to hold a Special Meeting on March 11, 2020 at 5 PM to discuss the Capital Improvement Plan for the Library; 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.

2. Public Computer Replacement

Management Analyst Zubiata reported that the bid specifications are under development for the new public-access computers. Once the bid specifications are returned then the timeline for the upgrades will be sent to the Board.

MANAGEMENT ANALYST'S REPORT

1. Financial Budget Report – January

Management Analyst Zubiata reported that the new Memorandums of Understanding were signed with the City and personnel appropriations were adjusted. In addition, revenues were down for the Library as compared to activity in FY 18-19 which may have resulted from COVID-19 fears.

2. FY 20-21 Budget Update

Management Analyst Zubiata reported that they met with Community Services Director Espinosa and City Librarian McDermott to continue the development of the Library's FY 20-21 Budget.

CITY LIBRARIAN'S REPORT

1. Friends

a. Minutes – January

City Librarian McDermott reported that the Friends did not have a quorum to approve the minutes from their January 2020 meeting but the Friends will host a picnic on March 31, 2020.

2. Foundation

a. Minutes – January

City Librarian McDermott reported that the Foundation had a quorum and approved the minutes from their January 2020 meeting.

3. Operations

a. Staffing

i. Librarian I Part-Time

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

ii. Rebecca Russell

City Librarian McDermott reported that one of the full-time Librarians will be out later in the year due to maternity leave.

4. Statistics – January

City Librarian McDermott highlighted that the Library's databases are well-utilized and general Library services are being regularly accessed.

5. Programming/Services

a. Report on Library and Recreation Training, February 14

City Librarian McDermott highlighted the programs and activities that were developed during the Joint Meeting of the Library and Recreation Divisions to execute in future years under the umbrella of the Community Services Department.

6. Technology/Marketing

a. RFID Update

City Librarian McDermott informed the Board that all print materials were tagged and are available for use at the self-checkout station.

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 9:22 A.M. to the next meeting to be held on **MONDAY, March 23, 2020 at 8:30 A.M.**, in the Library Thornton Room, 1890 Huntington Drive, San Marino, California.



ROBERT ZUBIATE
MANAGEMENT ANALYST