

**MINUTES
SPECIAL MEETING
OF THE SAN MARINO LIBRARY BOARD OF TRUSTEES
JUNE 22, 2020 – 7:30 a.M.
VIA ZOOM TELECONFERENCE**

CALL TO ORDER Vice Chairperson Hollingsworth called the meeting to order at 7:33 A.M. via the teleconferencing application, Zoom.

PLEDGE OF ALLEGIANCE Vice Chairperson Hollingsworth led the Pledge of Allegiance

ROLL CALL **PRESENT:** Chairperson Linda Mollno, Vice Chairperson Liz Hollingsworth, Trustee Lois Derry, Trustee Mary Hsu, Trustee Eldon Swanson, Alternate Genevieve Chien, and Alternate Steve Domier

ABSENT: None

CITY STAFF PRESENT: City Librarian Irene McDermott, Management Analyst Robert Zubiato, and Recreation Supervisor Eddie Covarrubias

PUBLIC COMMENTS

The following person(s) spoke:

NONE

APPROVAL OF MINUTES

I. APPROVAL OF MINUTES

Trustee Swanson moved to approve the minutes of the Library Board of Trustees meeting on Monday, February 24, 2020; seconded by Alternate Domier. AYES: Vice Chairperson Hollingsworth, Trustee Derry, Trustee Hsu, Trustee Swanson, Alternate Chien, and Alternate Domier. NOES: None.

Alternate Domier moved to approve the minutes of the Library Board of Trustees meeting on Wednesday, March 11, 2020; seconded by Trustee Swanson. AYES: Vice Chairperson Hollingsworth, Trustee Derry, Trustee Hsu, Trustee Swanson, Alternate Chien, and Alternate Domier. NOES: None.

Trustee Derry moved to approve the minutes of the Library Board of Trustees meeting on Monday, June 15, 2020; seconded by Alternate Domier. AYES: Vice Chairperson Hollingsworth, Trustee Derry, Trustee Hsu, Trustee Swanson, Alternate Chien, and Alternate Domier. NOES: None.

Chairperson Mollno went on record as stating, “I would like to go on record as not approving the June 15 minutes. They are not indicative of what we covered, we spend a lot of time discussing items and there is absolutely no mention of it.”

Chairperson Mollno went on record as stating, “I would like to on record then as stating that City Council and staff needs to reread the California Education Code regarding public libraries and boards of trustees. This is our meeting and I feel it’s been hijacked by the City. I would like to go on record as not only being offended but very much against what appears to be happening.”

Councilmember Jakubowski directed staff to receive guidance from the City Attorney on the format and structure of the minutes for the Library Board of Trustees for clarification on what is permitted to be on the record.

Chairperson Mollno went on record as stating, “I’d like to go on record to include in the minutes that the taking of the minutes is something that the City has taken on only in the recent past. I’d have to look back at the records, but I would want to say about 2-3 years and it came up as a need because the Board of Trustees did not have someone who was capable of taking the minutes. Prior to that there was always a trustee taking the minutes.”

Vice Chairperson Hollingsworth moved to amend the approval of the minutes of the Library Board of Trustees meeting on Monday, June 15, 2020 to reflect Chairperson Mollno’s dissent due to Chairperson Mollno’s perception that the minutes are an incomplete reflection of the Trustees’ discussion; seconded by Alternate Domier. AYES: Chairperson Mollno, Vice Chairperson Hollingsworth, Trustee Derry, Trustee Hsu, Trustee Swanson, Alternate Chien, and Alternate Domier. NOES: None.

BOARD OF TRUSTEES REPORTS

I. CHAIRPERSON AND TRUSTEE REPORTS

Chairperson Mollno presented the Chairperson’s Report.

Chairperson Mollno went on record as stating, “The Board of Trustees requested to have this meeting a little bit later in the day given that everyone’s schedules have changed now and we would like our next meeting to be perhaps a little bit different as far as time goes.”

2. CRAIN ART GALLERY REPORT

Trustee Hsu presented an update regarding the Crain Art Gallery.

Trustee Hsu moved to direct Library staff to investigate and execute a virtual exhibit for the Crain Art Gallery and return to the Board with a platform to display the artwork; seconded by Vice Chairperson Hollingsworth. AYES: Chairperson Mollno, Vice

Chairperson Hollingsworth, Trustee Derry, Trustee Hsu, Trustee Swanson, Alternate Chien, and Alternate Domier. NOES: None.

Councilmember Jakubowski directed staff to submit the virtual exhibit information to the City Manager's Office to be included in the weekly newsletter.

ADMINISTRATIVE BUSINESS

I. CITY LIBRARIAN'S REPORT

City Librarian McDermott presented the staff report.

2. MANAGEMENT ANALYST'S REPORT

Analyst Zubiata presented the staff report.

Trustee Hsu directed staff to provide an update donations reserve amount for the Crain Art Gallery.

The Board directed staff to reformat the Budget Monitor and Donations Monitor to clearly separate special project donations.

Vice Chairperson Hollingsworth moved that Chairperson Mollno write to the City Council and City Manager, copying the Board of Trustees, to request that the \$19,500 in CIP funds allocated for the Barth Audio/Visual Upgrades be carried over from FY 19-20 into FY 20-21; seconded by Trustee Swanson. AYES: Chairperson Mollno, Vice Chairperson Hollingsworth, Trustee Derry, Trustee Hsu, Alternate Chien, and Alternate Domier. NOES: None.

Vice Chairperson Hollingsworth moved that Chairperson Mollno write to the City Council and City Manager to state the Board's concern and disappointment in staff not sharing information regarding the FY 20-21 budget; revenues do not reflect the losses resulting from the Library's closures during the COVID-19 pandemic and subsequent issues; and the Board looks forward to reviewing the FY 20-21 budget with staff at the July 27, 2020 meeting; seconded by Alternate Chien. AYES: Chairperson Mollno, Vice Chairperson Hollingsworth, Trustee Derry, Trustee Hsu, Alternate Chien, and Alternate Domier. NOES: None.

NEW BUSINESS

I. 2020 MEETING SCHEDULE

The Board confirmed the next meeting to take place on Monday, July 27, 2020 at 7:30 A.M.

Vice Chairperson directed staff to generate the 2021 meeting schedule to be presented at the July 27, 2020 meeting.

2. UPDATE ON THE LIBRARY'S RESPONSE TO COVID-19

City Librarian McDermott presented the staff report.

3. DISCUSSION FOR IMPROVING PUBLICITY FOR LIBRARY PROGRAMS AND ACTIVITIES

The Board discussed strategies and platforms that the Library may utilize to promote programs and activities that occur virtually or that will be offered when the Library reopens to the public.

Vice Chairperson Hollingsworth moved to establish two subcommittees to 1) track Capital Improvement Projects and 2) to support the Library's efforts in publicity and website management, interested Trustees contact Chairperson Mollno via email, and only two Trustees be permitted to join each subcommittee due to Brown Act limitations; seconded by Trustee Hsu. AYES: Chairperson Mollno, Vice Chairperson Hollingsworth, Trustee Derry, Trustee Hsu, and Alternate Chien. NOES: None.

4. DISCUSSION OF REDUCED LIBRARY REVENUE AND DONATIONS IN RESPONSE TO COVID-19

Chairperson Mollno marked this item as discussed.

CONTINUED BUSINESS

I. DISCUSSION OF NEW OFFICERS

Chairperson Mollno and Councilmember Jakubowski summarized the City's position of current membership on the City's advisory boards in response to COVID-19.

WRITTEN COMMUNICATIONS OR PUBLIC WRITINGS DISTRIBUTED

There were no public writings distributed.

PUBLIC COMMENTS

There were no public comments at this time.

ADJOURNMENT

Chairperson Mollno adjourned the meeting at 10:18 A.M. to a Special Meeting on MONDAY, JULY 27, 2020 AT 7:30 A.M. to be conducted via Zoom teleconference.



ROBERT ZUBIATE
MANAGEMENT ANALYST