

**MINUTES
SPECIAL MEETING
OF THE SAN MARINO LIBRARY BOARD OF TRUSTEES
JULY 27, 2020 – 7:30 A.M.
VIA ZOOM TELECONFERENCE**

CALL TO ORDER Chairperson Mollno called the meeting to order at 7:32 A.M. via the teleconferencing application, Zoom.

PLEDGE OF ALLEGIANCE 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: Interim Community Services Director Josette Espinosa, City Librarian Irene McDermott, Management Analyst Robert Zubiarte

PUBLIC COMMENTS

The following person(s) spoke:
NONE

APPROVAL OF MINUTES

I. APPROVAL OF MINUTES

Alternate Domier moved to approve the minutes of the Library Board of Trustees meeting on Monday, June 22, 2020; seconded by Trustee Swanson. 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.

2. CRAIN ART GALLERY REPORT

(Discussed during Item 3 of New Business.)

ADMINISTRATIVE BUSINESS

I. CITY LIBRARIAN'S REPORT

City Librarian McDermott presented the staff report.

2. MANAGEMENT ANALYST'S REPORT

Analyst Zubiate presented the staff report.

Trustee Hsu moved to direct staff to seek the reauthorization of Capital Improvement Plan funding from the City Council at the September 9, 2020 meeting in relation to the project so named the "Barth Room AV Upgrades; seconded by Vice Chairperson Hollingsworth. AYES: Chairperson Mollno, Vice Chairperson Hollingsworth, Trustee Derry, Trustee Hsu, Trustee Swanson, Alternate Chien, and Alternate Domier. NOES: None.

NEW BUSINESS

I. PRESENTATION OF FY 2020-21 LIBRARY BUDGET

City Librarian McDermott presented the staff report.

Vice Chairperson Hollingsworth moved to direct staff that the Board expects staff to implement the budget plan only to the extent that revenues occur, expenditures do not occur if the program is not offered, and the overarching role of expenditures is to bring patrons safely to the Library according to safe reopening guidelines; seconded by Alternate Domier. AYES: Chairperson Mollno, Vice Chairperson Hollingsworth, Trustee Derry, Trustee Hsu, Trustee Swanson, Alternate Chien, and Alternate Domier. NOES: None.

At the direction of Chairperson Mollno, the record reflects the concerns presented by the Board in regards to the changes in personnel and the fiscal impacts on the Library's budget. Vice Chairperson Hollingsworth inquired, "What areas of expenditures were decreased to offset the increased costs of positions that are now the responsibility of the Library?" The Board requested a detailed response from the City Librarian at the August 2020 meeting.

Vice Chairperson Hollingsworth requested that staff provide a presentation of the San Marino Center to the Trustees and invite members of the Library Foundation and the Friends of the Library to attend the August 2020 meeting, in addition to keeping the Board updated on the progress of the renovation project.

2. PRESENTATION OF STORYWALK

Librarian Russell presented the staff report.

Chairperson Mollno went on record as stating, “I would like to go on record as being in opposition to this because, prefacing that it is a wonderful program, but I do not think this is the right time....I think with COVID, the social distancing and children touching it is going to be a major issue. I would really like to table this until after the COVID-19.”

3. ESTABLISHMENT OF VIRTUAL CRAIN ART GALLERY

City Librarian McDermott presented the staff report.

Chairperson Mollno moved to approve the establishment of the virtual Crain Art Gallery as presented by staff with the inclusion of a sales option through an online platform that is most effective, including the consideration of a platform that may have a miniscule cost; seconded by Trustee Hsu. AYES: Chairperson Mollno, Vice Chairperson Hollingsworth, Trustee Derry, Trustee Hsu, Trustee Swanson, Alternate Chien, and Alternate Domier. NOES: None.

4. REQUEST FOR EXEMPTION OF THE FORMAT OF LIBRARY BOARD MINUTES

Analyst Zubiata presented the staff report.

Vice Chairperson Hollingsworth moved to adopt the Summary Format for Board of Trustees Minutes, upon confirmation from the City Council; that staff be assigned to produce the Summary Minutes; and direct staff to seek from the City Council an exemption for the format of minutes for the Library Board of Trustees; seconded by Alternate Domier. AYES: Chairperson Mollno, Vice Chairperson Hollingsworth, Trustee Derry, Trustee Hsu, Trustee Swanson, Alternate Chien, and Alternate Domier. NOES: None.

5. ESTABLISHMENT OF CIP AND MARKETING SUBCOMMITTEES

Chairperson Mollno led the discussion to assign Trustee liaisons to address Marketing and Publicity, and Budget and CIP items within the Library. Alternate Domier was assigned as the Marketing and Publicity liaison. Vice Chairperson Hollingsworth and Alternate Chien were assigned as the Budget and CIP liaisons.

6. DISCUSSION OF MAINTENANCE SCHEDULE FOR THE CROWELL PUBLIC LIBRARY

Chairperson Mollno tabled this item and moved it to Continued Business for the August 2020 meeting.

CONTINUED BUSINESS

I. UPDATE ON THE LIBRARY’S RESPONSE TO COVID-19

City Librarian McDermott presented the report. The Board directed staff to implement a robust marketing and informational campaign to inform the public of operational changes once the Library reopens.

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

City Librarian McDermott provided an overview of the Library's response to the anticipated reduction in revenues and donations.

3. BOARD OF TRUSTEES UPDATE ON NEW OFFICERS

Councilmember Jakubowski provided the update on the recruitment for new members to fill vacancies in the City's advisory bodies.

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 9:38 A.M. to a Special Meeting on MONDAY, AUGUST 24, 2020 AT 7:30 A.M. to be conducted via Zoom teleconference.



ROBERT ZUBIATE
MANAGEMENT ANALYST