

**MINUTES
SPECIAL MEETING
OF THE SAN MARINO LIBRARY BOARD OF TRUSTEES
AUGUST 24, 2020 – 7:30 A.M.
VIA ZOOM TELECONFERENCE**

CALL TO ORDER Chairperson Mollno called the meeting to order at 7:34 A.M. via the teleconferencing application, Zoom.

PLEDGE OF ALLEGIANCE Chairperson Mollno 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 Manager Marcella Marlowe, Community Development Director Aldo Cervantes, Parks & Public Works Director Michael Throne, Interim Community Services Director Josette Espinosa, City Librarian Irene McDermott, Acting City Clerk Amanda Merlo, Management Analyst Robert Zubiate

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, July 27, 2020; seconded by Vice Chairperson Hollingsworth. 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 and outlined the new additions to the Board agenda.

2. CRAIN ART GALLERY REPORT

A report was not provided at this time.

3. PUBLICITY AND MARKETING LIAISON REPORT

A report was not provided at this time.

4. BUDGET AND CIP LIAISON REPORT

A report was not provided at this time.

ADMINISTRATIVE BUSINESS

1. CITY LIBRARIAN'S REPORT

City Librarian McDermott presented additional information not reflected in the staff report.

Chairperson Mollno requested that the record reflect the additional information provided by City Librarian McDermott regarding the Friends of the Library Book Sale that sold out in 20 minutes and accumulated \$384 in sales.

2. MANAGEMENT ANALYST'S REPORT

Analyst Zubiata presented the staff report and addressed questions received from the Board.

CONTINUED BUSINESS

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

The Board directed that the memorandum provided by Finance Director Paul Chung be tabled for discussion for the September 28, 2020 meeting.

2. BOARD OF TRUSTEES MEMBERSHIP

Acting City Clerk Merlo gave the Oath of Office to Steve Domier to assume the role of Trustee and Genevieve Chien to assume the role as Alternate.

Linda Mollno moved to nominate Liz Hollingsworth as Chairperson to assume office at the September 28, 2020 meeting; seconded by Eldon Swanson. AYES: Chairperson Mollno, Vice Chairperson Hollingsworth, Trustee Derry, Trustee Swanson, Trustee Domier, and Alternate Chien. NOES: None.

Liz Hollingsworth moved to nominate Linda Mollno as Vice Chairperson to assume office at the September 28, 2020 meeting; seconded by Steve Domier. AYES: Chairperson Mollno, Vice Chairperson Hollingsworth, Trustee Derry, Trustee Swanson, Trustee Domier, and Alternate Chien. NOES: None.

3. DISCUSSION OF MAINTENANCE SCHEDULE FOR THE CROWELL PUBLIC LIBRARY

Chairperson Mollno directed City Librarian McDermott to invite Parks & Public Works Director Michael Throne to discuss the schedule and upcoming Library CIP projects at the September 28, 2020 meeting.

NEW BUSINESS

I. PUBLIC INPUT SESSION REGARDING THE SAN MARINO CENTER RENOVATION PROJECT

Chairperson Mollno requested that the minutes reflect the questions and comments discussed during the public input session for the San Marino Center Renovation Project.

Community Development Director Aldo Cervantes provided the PowerPoint presentation for the renovation project.

Guiding question for the renovation project: Why does the San Marino Center need to be renovated?

- Should the exterior architecture of the building remain 1950's mid-century modern style or adopt Spanish styles to mimic the Crowell Public Library?
 - Responses are unanimous to Spanish style and the windows should match style of Library
 - Trustees conveyed concern that the proposed design of the Center is not child-friendly. The design should incorporate wet bars, hand washing stations, and restroom near the catering kitchen
- Should there be outdoor courtyards for outdoor activities?
 - Responses conveyed the desire for indoor/outdoor spaces to maximize outdoor areas especially during Covid-19 times
 - The Center cannot be physically connected to the Library since the buildings are on separate plots; however, the buildings can be brought closer to create a sense of harmony
- Should the landscaping be refreshing or match the Library?
 - The pickup area by the Library should be changed to be more open to connect with the Center. Trustees indicated that there should be more than just matching architectural style of the Library
- Should the meeting rooms be larger or smaller?
 - Responses stated that there must be a variety of sizes of rooms to accommodate the different needs of people
- Should the stage remain?
 - Trustees stated to ask what will be the function of the stage before deciding on its removal
- Is there anything else specific you would like to see improved for the Center?

- The Board stated that one of the considerations is the concern that there is no active Recreation commission and there is a heavy reliance on Library Board of Trustees to develop a community center that will be the new home for Recreation. The City should not make the decisions for Recreation without Recreation representatives. The Board also stated to ignore the artificial deadlines and take the time to do this project right.
- The Board was informed that the San Marino Unified School District will now offer preschool and before/after school care programs which may eliminate those programs from the City.
- City Manager Marlowe summarized the input provided from the Board and stated that on September 9, 2020 the City Council will review the approval of the Center's design which may fall under three options: Option 1) see a design they like and approve; Option 2) see no designs to approve; Option 3) modify a design option for future approval
 - No other board or commission is expected to have a second opportunity to provide input; however, if the City Council says they want more input then that is their choice.

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 9:23 A.M. to a Special Meeting on MONDAY, SEPTEMBER 28, 2020 AT 7:30 A.M. to be conducted via Zoom teleconference.



ROBERT ZUBIATE
MANAGEMENT ANALYST