

**MINUTES
SPECIAL MEETING
OF THE SAN MARINO LIBRARY BOARD OF TRUSTEES
SEPTEMBER 28, 2020 – 7:30 A.M.
VIA ZOOM TELECONFERENCE**

CALL TO ORDER Chairperson Hollingsworth called the meeting to order at 7:31 A.M. via the teleconferencing application, Zoom.

PLEDGE OF ALLEGIANCE Chairperson Hollingsworth led the Pledge of Allegiance

ROLL CALL **PRESENT:** Chairperson Liz Hollingsworth, Vice Chairperson Linda Mollno, Trustee Eldon Swanson, Trustee Steve Domier, Alternate Genevieve Chien, and Council Liaison Susan Jakubowski

ABSENT: Trustee Lois Derry

CITY STAFF PRESENT: Interim Community Services Director Josette Espinosa, City Librarian Irene McDermott, Management Analyst Robert Zubiata, and Acting City Clerk Amanda Merlo

PUBLIC COMMENTS

The following person(s) spoke:
NONE

APPROVAL OF MINUTES

I. APPROVAL OF MINUTES

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

BOARD OF TRUSTEES REPORTS

I. CHAIRPERSON AND TRUSTEE REPORTS

No reports were provided at this time.

2. CRAIN ART GALLERY REPORT

Vice Chairperson Mollno stated that the Crain Art Gallery is working on developing a virtual exhibit and the exhibit will be accessed through a video link posted on the Crowell Public Library's website.

City Librarian McDermott screen-shared the video for the Board of Trustees.

The Crain Art Gallery intends on also providing the links of other artists' websites to give information about the artists about descriptions of their artwork.

3. MARKETING AND PUBLICITY LIAISON REPORT

Trustee Domier stated that there is a notion that the Library is doing a great deal of work that the public is not aware about. The goal for future marketing is reduce the amount of work required to know about the various programs and activities offered by the Library. Trustee Domier met with City Librarian McDermott on August 31, 2020 to identify marketing strategies and platforms, as well as to review the Library's distribution lists and methods.

Trustee Domier asked the Board members to engage more with the Library's Facebook posts to further promote the Library.

City Librarian McDermott summarize the Library's current marketing efforts, including generating a newspaper article about passport collections.

Trustee Domier suggested the use of banners and to be aware that residents are gradually modifying their use of social media which will eventually require new means of communication or engaging with the public. The key to marketing is to never rely on one source.

Trustee Domier also summarized the City Council's action pertaining to the renovation of the San Marino Center with a 3-2 vote in support of renovating the Center to match the Library's exterior architecture.

4. BUDGET AND CIP LIAISON REPORT

Alternate Chien summarized the Budget and CIP Liaison meeting held with Interim Community Services Director Espinosa, City Librarian McDermott, and Analyst Zubiato on September 4, 2020. Alternate Chien emphasized that the goal is support Library staff and remain "in the black" in regards to expenditures. Staff reviewed the FY 20-21 budget and ideas for cost savings. There was emphasis to continue buying books and programming materials, to keep a visible profile in the community, and to understand the Library's financial position during COVID-19. There was also discussion pertaining to the Library's donation budget and the impacts on said budget during COVID-19.

5. CITY COUNCIL LIAISON REPORT

Councilmember Susan Jakubowski summarized the City Council's action on September 9, 2020 to approve the Board's request to go from action minutes to summary minutes.

Councilmember Jakubowski also summarized the City Council's action on September 25, 2020 to concur on the City Manager's hiring of Mr. Brian Haworth as the Community Services Director for the City of San Marino.

ADMINISTRATIVE BUSINESS

I. CITY LIBRARIAN'S REPORT

City Librarian McDermott presented the staff report.

Vice Chairperson Mollno inquired about the Crowell Public Library serving as a voting center to which Acting City Clerk Merlo stated a ballot box was placed in front of City Hall. The Library could not serve as a voting center as it was not large enough to accommodate physical distancing requirements.

Chairperson Hollingsworth inquired about passport collections to which City Librarian McDermott stated passport appointments are being quickly filled and revenues should increase substantially for the Library.

2. MANAGEMENT ANALYST'S REPORT

Analyst Zubiata presented the staff report. Analyst Zubiata reported that the Board's request to get funding again for the Barth Community Room Audio/Visual upgrade was pushed from the September 25, 2020 Council meeting to the October 14, 2020 Council meeting.

Chairperson Hollingsworth inquired about the new statistics report format to which Analyst Zubiata stated a meeting would be scheduled with the Budget Liaisons to review that project.

CONTINUED BUSINESS

I. UPDATE ON THE LIBRARY'S REVENUES IN RESPONSE TO COVID-19

Analyst Zubiata provided a summary on the memorandum received from Finance Director Paul Chung in relation to the City's plan to address any financial issues that may stem from COVID-19.

Chairperson Hollingsworth advised City Librarian McDermott to focus spending on children's books and materials, and to identify a budget that would allow the Library to meet the demands of the community, particularly during COVID-19. Analyst Zubiata emphasized there were underspent General Fund accounts that could be evaluated to be potentially spent towards children's books and materials in lieu of resorting to spending from the restricted donations reserves.

2. DISCUSSION OF MAINTENANCE SCHEDULE FOR THE CROWELL PUBLIC LIBRARY

Chairperson Hollingsworth continued this item to a date when Parks & Public Works Director Michael Throne is able to participate in this discussion.

NEW BUSINESS

I. REVIEW OF THE BROWN ACT

City Librarian McDermott stated a State of California Brown Act summary document was included in the agenda packet for the Board's review.

WRITTEN COMMUNICATIONS OR PUBLIC WRITINGS DISTRIBUTED

There were no public writings distributed.

PUBLIC COMMENTS

There were no public comments at this time.

ADJOURNMENT

Chairperson Hollingsworth adjourned the meeting at 8:16 A.M. to a Special Meeting on MONDAY, OCTOBER 26, 2020 AT 7:30 A.M. to be conducted via Zoom teleconference.



ROBERT ZUBIATE
MANAGEMENT ANALYST