

**MINUTES  
SPECIAL MEETING  
OF THE SAN MARINO LIBRARY BOARD OF TRUSTEES  
JANUARY 25, 2021 – 8:00 A.M.  
VIA ZOOM TELECONFERENCE**

**CALL TO ORDER** Chairperson Hollingsworth called the meeting to order at 8:00 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 Lois Derry, Trustee Steve Domier, Trustee Eldon Swanson, and Council Liaison Ken Ude

**ABSENT:** Alternate Genevieve Chien

**CITY STAFF PRESENT:** Community Services Director Brian Haworth, City Librarian Irene McDermott, Community Engagement Manager Amanda Fowler, Management Analyst Robert Zubiarte, Adult Services Librarian Rebecca Russell, and Children Services Librarian Tera Torres

**PUBLIC COMMENTS**

The following person(s) spoke:  
NONE

**APPROVAL OF MINUTES**

**I. APPROVAL OF MINUTES**

Trustee Derry moved to approve the minutes of the Library Board of Trustees meeting on Monday, October 26, 2020; seconded by Trustee Swanson. AYES: Chairperson Hollingsworth, Vice Chairperson Mollno, Trustee Derry, Trustee Domier, Trustee Swanson. NOES: None.

**BOARD OF TRUSTEES REPORTS**

**I. CHAIRPERSON REPORT**

Chairperson Hollingsworth reported that the agenda posting for the November 23, 2020 meeting was not completed properly and the items that required formal action would be presented at today's meeting.

**2. TRUSTEE REPORTS**

No Trustee reports were provided at this time.

### **3. CITY COUNCIL LIAISON REPORT**

Chairperson Hollingsworth introduced City Council Liaison Ken Ude.

### **4. CRAIN ART GALLERY REPORT**

Vice Chairperson Mollno provided an overview of the Crain Art Gallery schedule with watercolorist April Drew Foster to run through the end of January 2021, followed by Marian Fortunati in February and March. Links to the artists' websites are provided on the Crowell Public Library website. Vice Chairperson Mollno stated sales of artwork are slower than usual which may be as a result of virtual limitations. Adult Services Librarian Rebecca Russell also recently joined the Crain Art Gallery Committee which will help bring a closer collaboration between Library programs and the Gallery's mission.

### **5. MARKETING AND PUBLICITY LIAISON REPORT**

Trustee Domier stated a meeting was not held in January but plans on holding a meeting in February 2021.

### **6. BUDGET AND CIP LIAISON REPORT**

Chairperson Hollingsworth met with staff on December 8, 2020 and was assured that the Library's finances are being managed well with oversight from Finance Director Paul Chung.

### **7. SAN MARINO CENTER RENOVATION UPDATE REPORT**

Trustee Domier remarked that that ad hoc committee met in January and continued to improve on the architectural designs for the San Marino Center. Trustee Domier commended the efforts of the committee and the leadership of Mayor Ken Ude in guiding the discussions.

Mayor Ude shared 3D renderings of the new San Marino Center and emphasized the cohesive feel that will come from having two similarly-designed buildings. Mayor Ude also stated that while the entire project is approximately \$5.5 million, \$3 million are slated for mandatory ADA improvements and the real cost is the additional \$2.5 million to further enhance the revitalization. Construction plans are expected in August 2021 and construction is anticipated to last two years following the approval of the plans.

## **ADMINISTRATIVE BUSINESS**

### **I. DIRECTOR AND CITY LIBRARIAN UPDATE REPORT**

City Librarian McDermott presented the staff report.

Vice Chairperson Mollno asked about the Library's plans for publicity since the part-time staff member who handled those assignments had retired. Trustee Domier commended the efforts of the Friends of the Library online book shop but noted the book selections are subpar and would like better offerings. Chairperson Hollingsworth recognized the marketing efforts done in conjunction with curbside pickup and asked how the Library will publicize the reinstatement of due dates. City Librarian McDermott advised that the Library will begin informing the public on upcoming due dates.

Vice Chairperson Mollno questioned the publicity efforts from the Community Services Department and the City Manager's Office since it appears they have different distribution lists. In addition, Vice Chairperson Mollno would like a cohesive marketing strategy that promotes community services through the City Manager's Weekly Update. Community Engagement Manager Fowler stated the Weekly Update holds spaces that could promote key services on an as-needed basis, but will also review the structure of the Update with Director Haworth.

## **2. MANAGEMENT ANALYST'S REPORT**

Analyst Zubiata presented the staff report.

Chairperson Hollingsworth asked if the Excel workbook for the Library's statistical data could be shared with the Board in the future. Analyst Zubiata will share the workbook moving forward.

Chairperson Hollingsworth inquired if the recent departures of part-time staff would significantly reduce the year-end expenses for the Library. Analyst Zubiata stated the savings would not be significant since they were part-time staff and not full-time. Chairperson Hollingsworth also inquired if that meant there was more funding for COVID-related expenses. Analyst Zubiata stated all COVID-related charges are allocated to a City-wide account and this does not impact the Library, which does not hinder the Library's ability to purchase books with its budgeted funds.

## **NEW BUSINESS**

### **I. BOARD OF TRUSTEES MEETING CALENDAR FOR 2021**

Analyst Zubiata presented the staff report.

Chairperson Hollingsworth moved to change the meeting times for ongoing regular meetings of the Library Board of Trustees from 7:30 AM to 8:00 AM on the fourth Monday of every month. I direct staff to prepare a resolution in statement of the Board's motion and to present this resolution to the City Council of San Marino for approval along with a revised calendar with the requested meeting times; seconded by Trustee Domier. During discussion, Vice Chairperson Mollno stated the earlier meeting time was

an attempt to recruit from a broader pool of the population, such as parents with young children or individuals who are not retired. Vice Chairperson Mollno asked for the Board to consider all options, including possibly evening meeting times. The motion passed with the following votes: AYES: Chairperson Hollingsworth, Trustee Derry, Trustee Domier, and Trustee Swanson. NOES: None. ABSTAIN: Vice Chairperson Mollno.

## **2. CALIFORNIA STATE LIBRARY REPORT**

City Librarian McDermott presented the staff report.

Chairperson Hollingsworth moved to ratify the fiscal year 2019-2020 Annual Public Library Survey that the City Librarian filed with the State Library and to recommend it for ratification by the City Council; seconded by Trustee Swanson. AYES: Chairperson Hollingsworth, Vice Chairperson Mollno, Trustee Derry, Trustee Domier, Trustee Swanson. NOES: None.

## **3. DISCUSSION OF FY 21-22 CAPITAL IMPROVEMENT PLAN PROJECTS FOR CROWELL PUBLIC LIBRARY**

Analyst Zubiata presented the staff report. Director Haworth elaborated by stating the facility assessment of the Crowell Public Library would be completed in approximately two months.

Chairperson Hollingsworth commended the facility assessment as that may result in the creation of a maintenance schedule. In regards to the computer room renovation, Analyst Zubiata confirmed that funding for that project can be requested in FY 21-22 since it may be done in FY 20-21 due to COVID evaluations. Lastly, Chairperson Hollingsworth inquired on the previous request to procure new management software. Analyst Zubiata stated that the project was modified and a request to procure software will be taken to the City Council.

Vice Chairperson Mollno emphasized the desire to accelerate the schedule for the security camera upgrade and improvements to the Barth Community Room. Chairperson Hollingsworth concurred since the San Marino Center renovation will reduce the number of available facilities and the Barth Room will be used much more.

## **4. RECOMMENDATIONS FOR ADULT SERVICES PROGRAMMING**

Librarian Russell presented the staff report.

Trustee Swanson asked if it was possible for the Library to serve as a COVID-19 vaccination center. City Librarian McDermott and Manager Fowler both stated no as that would create a massive operational burden on the City. However, the City's Fire Chief is involved in discussions with the County about the vaccine rollout.

Chairperson Hollingsworth stated that the Board supports the spending of DVD funding towards adult programming.

#### **5. CHILDREN’S SERVICES DIVISION UPDATE**

Librarian Torres presented the staff report.

Chairperson Hollingsworth emphasized the value and importance of the Summer Reading Club program. Librarian Torres responded by saying there are plans under development to ensure the program can be done virtually, as was done in 2020, or in person (if allowed).

Chairperson Hollingsworth also emphasized that Children’s Services should utilize the Restricted Donations reserves to ensure it can continue offering robust programs.

#### **6. CALENDAR YEAR 2021 QUARTER I WORK PROGRAM**

Director Haworth presented the staff report.

Chairperson Hollingsworth asked when updates on the work program would be provided to the Board and Director Haworth stated updates can be provided as tasks are completed. Chairperson Hollingsworth also requested a presentation on the numbers of acquisitions for adult and children’s books at the February meeting, in addition to an update on the StoryWalk program.

### **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 9:45 A.M. to a meeting on MONDAY, FEBRUARY 22, 2021 to be conducted via Zoom teleconference.



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ROBERT ZUBIATE  
MANAGEMENT ANALYST