

Agenda Item No. 1

**Escondido Public Library Board of Trustees
BOARD MEETING MINUTES
Tuesday, August 9, 2016, 2:00 p.m.
Library Board Room**

CALL TO ORDER: Trustee Gorny called the meeting to order at 2:00 p.m.

Members Present: Trustees Mirek Gorny, Mayra Salazar, Elmer Cameron, Ron Guiles, Gary Knight

Members Absent: None

Staff Present: Loretta McKinney, Director of Library and Community Services; Cynthia Smith, Assistant Library Director; Misty Breymeyer, Division Coordinator; Katy Duperry, Digital Services Librarian

Written/Oral Communications: None

Agenda Item #1: Approval of minutes: July 12, 2016 meeting.

Motion by Trustee Guiles and seconded by Trustee Cameron to approve the minutes as written. Motion carried unanimously.

Current Business

Item #2: Staff introduction: Katy Duperry, Digital Services Librarian

Assistant Library Director Smith introduced Katy Duperry, Digital Services Librarian. Ms. Duperry joined the Library in April 2016. She has 15 years of combined paraprofessional and professional experience in libraries. Ms. Duperry specializes in technology services and archives and was most recently employed as an archivist at the Barona Cultural Center and Museum, responsible for special collections. Ms. Duperry holds a Bachelor's degree in Anthropology from California State University, Fullerton, and a Master's degree in Library and Information Science from San Jose State University.

As Digital Services Librarian, Ms. Duperry performs a wide variety of duties including the Library's website design and maintenance, and she coordinates graphics and marketing projects, the Social Media Team, cataloging, and she also assists in the Pioneer Room archive. Ms. Duperry helped create the new online Purchase Suggestion form, and is responsible for coordinating requests and tracking progress. Ms. Duperry shared how the digital request form works and its positive reception since implementation in July 2016.

One of Ms. Duperry's goals is to update the Library's website. She commented that

Escondido Public Library stands out among other local libraries with its focus on quality programs, publicity, customer service, and community enrichment.

Item #3: Review of City of Escondido Advisory Body Handbook

Director McKinney reviewed the *City of Escondido Advisory Body Handbook*, prepared and distributed by the City Clerk. She highlighted several sections of particular importance, including content related to the Brown Act.

Items noted include:

- Board members can request an agenda item for future regularly scheduled meetings, or with the assistance of library administration, can seek a special meeting to explore or address an agenda topic.
- Board members can make a joint decision to craft a message of communication; however, it must be taken to vote.
- Trustees should notify Library Administration if they cannot attend a meeting. Trustees are allowed three excused absences per year. A timely response to the meeting invitation sent by Assistant Library Director Smith is requested.
- To ensure Brown Act compliance, email communication and replies should be sent directly to the sender, rather than "reply to all."

Item #4 Library Statistical Review

Director McKinney presented a statistical report covering the first half of Calendar Year (CY) 2016. The statistical information shows circulation use trends and participation in programs and services. Library staff recently reviewed how data is collected and reported, and made minor revisions to provide greater clarity. New information, such as wireless use, is now included.

Director McKinney requested feedback from the Trustees. Suggestions included using color to differentiate sections, adding percentages as appropriate, and providing a narrative summary of highlights, trends, and noteworthy activity pluses/minuses in the staff report.

Item #5 Review City of Escondido/Library Fee Inventory

Each year City departments are required to review fees to make sure they are in alignment with City standards and the cost of doing business. Fee changes, additions, and/or deletions must be approved by City Council action. Proposed changes must be submitted in September. In preparation for the annual Fee Inventory Review, Administrative staff prepared a list of recommended revisions. Assistant Library Director Smith presented the list of proposed changes to the Trustees as a way to keep them informed and to seek their support before submitting a final list for City Council consideration.

Proposed changes include updating several fee descriptions, deleting obsolete entries, and changing the Turrentine room rental fees. Changes in room rental fees bring the Turrentine use in alignment with the Community Services Division's (CSD) facility use classification structure. Assistant Library Director Smith explained how the City's room rental classification structure is set up and gave examples of how community members wishing to rent a facility might tailor their needs by including items featured as line item entries. She also commented that Library Administration is not proposing any changes to overdue fines. The recommended fee structure was supported unanimously by the Trustees.

Item #6 Update of Grape Day Park New Library Task Force

Director McKinney updated the board members on the progress of the Grape Day Park New Library Task Force. City Manager Graham Mitchell has conducted meetings with local school district and charter school leaders, as well as some community members to gauge support for a new Library and explore potential for partnerships. Geo-technical reports have been received and indicate limited mitigation would be required but there is no sign of petrol contaminants. The preliminary reports indicates a three-story facility with sub-level parking is feasible at the proposed site of Escondido Boulevard and Woodward Avenue.

The City Manager and Director McKinney will meet with architect/consultant David Schnee from *Group 4 Architect, Research + Planning, Inc.* to revisit cost information from previous work done on the Library project. Work will begin to prepare a staff report for City Council. The report is tentatively scheduled to be presented in late October.

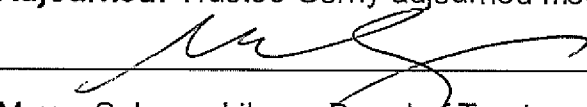
Other Reports

Assistant Library Director Smith reported that the Senior Librarian for Youth & Literacy Services has given notice and will be leaving her position on Friday August 12, 2016. Steps are being taken to name an acting Senior Librarian to guide Youth Services, and approval has been given so that the position can be opened for recruitment.

Assistant Library Director Smith passed around the latest *Escondido Recreation Guide* featuring the Library's advertising spread on the last two pages.

Assistant Library Director Smith announced that the Escondido Rotary Club has awarded the Library a \$1,500 Community Grant to purchase replacement books for popular titles of books in series, and materials to support STEM and STEAM interest.

Adjourned: Trustee Gorny adjourned meeting at 3:45 p.m.



Mayra Salazar, Library Board of Trustees Secretary/mb