

**Escondido Public Library Board of Trustees
BOARD MEETING MINUTES
Tuesday, November 8, 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, Elmer Cameron, Gary Knight, Mayra Salazar

Members Absent: Trustee Ron Guiles

Staff Present: Loretta McKinney, Director of Library & Community Services; Cynthia Smith, Assistant Library Director; Joanna Axelrod, Principal Librarian; Misty Breymeyer, Division Coordinator

Written/Oral Communications: None

Agenda Item #1: Approval of minutes: October 11, 2016 meeting

Motion by Trustee Knight and seconded by Trustee Salazar to approve the minutes as written. Motion carried unanimously.

Current Business

Item #2: Library Code of Conduct Policy: Recommended Revisions

Principal Librarian Axelrod presented recommended revisions to the Library Code of Conduct Policy for adoption and incorporation into a broader Code of Conduct Policy for the Library and Community Services Department. Over the years, the various divisions that comprise the Library and Community Services Department have developed Code of Conduct policies. The documents have basic elements in common to address public behavior and regard for public property; however language and formats vary. To accommodate the common standards between the Library, Recreation, Community Services, and Senior Services divisions, a single document has been developed to lend consistency and clarity to be enforced across facilities and functions.

The suggested version has a section for standards of conduct that apply to all facilities, and includes a separate section for Library-specific policies which include use of public computers and dealing with unattended children. The need for extensive reformatting and editing precluded the use of "tracked changes." Principal Librarian Axelrod reviewed the revised document and the reasons for the suggested changes.

Most significantly, a person with a first-time offense can now be excluded from use of any Library and Community Services Department facility for 72 hours (three days). The recommended changes were coordinated across the Department divisions and reviewed and approved by the City Attorney.

Director McKinney shared an article from *Western City Magazine* which discussed the need for a Code of Conduct to address patron behavior issues. The article made recommendations based on precedent-setting court cases specific to this topic, and Escondido Public Library's policy falls in line with the recommendations.

Trustee Cameron expressed concern that it was difficult to evaluate changes without "tracked changes." He recommended that track changes be included in future document revisions. Trustee Cameron also expressed concern that merging Library and Community Services policies across the board creates a problem since the Board of Trustees do not have a say in non-Library facilities. Trustee Gorny acknowledged Trustee Cameron's point, and advocated ensuring that the Policy still reflects the needs of the Library. Director McKinney stated that the merge is to create greater efficiency across the Department and shared standards. The revised Code of Conduct does not allow the Library Board of Trustees to oversee issues that occur at Community Services locations; however, the Community Services Commission may address those issues as appropriate. One document instead of multiple documents will make it easier for staff and the public to understand the expectations for behavior.

Trustee Cameron asked why the proposed document is reviewed by the City Attorney prior to Library Board of Trustees review. Director McKinney responded that it is City protocol to submit documents to the City Attorney first to ensure alignment with City policies and legal parameters.

Motion by Trustee Knight and seconded by Trustee Salazar to approve the Code of Conduct as written. Trustees Gorny, Knight, and Salazar approve; Trustee Cameron opposed.

Item #3: Update on Grape Day Park New Library Task Force

The New Library Task Force staff report was presented to City Council at the October 19, 2016 meeting. Director McKinney summarized the presentation. The staff report discussed the feasibility of relocating a new Library to Grape Day Park at two possible site locations. Option 1 would place the Library at the corner of Escondido Boulevard and Woodward Avenue (AKA Site 1). The Task Force also evaluated the possibility of a new Library at the corner of Escondido Boulevard and Washington Avenue as Option 2 (AKA Site 2). Both site locations reviewed geo-technical aspects, associated costs, parking issues, and potential environmental impacts. The Task Force recommended 70,000 square feet as an appropriate building size at either site, utilizing a concept of indoor and outdoor space. The staff report discussed the possibility for private partnership opportunities, and noted the loss of rental revenue from the possible sale of the current City property on Kalmia Street.

Site 1 would require a parking structure to be built. Site 2 currently has a gas station with possible leaking storage tank on the property; and possible environmental remediation costs are anticipated. The cost of remediation and land acquisition of Site 2 would be offset by not building a parking structure but instead using existing parking lots. Site 2 does allow for a greater opportunity to create a larger facility versus being limited to the current City owned property at Site 1. Site 2 could also generate economic

development throughout the downtown Washington Avenue area. Ultimately, there is an approximate difference of \$2 million in the two proposed sites. City Council supported the idea of Site 2 and directed staff to explore the new market tax credit, private partnerships, and property acquisitions. City Manager Graham Mitchell will develop a Request for Qualifications to explore the public response.

Trustee Knight asked if there was concern that pursuing Site 1 would deter further consideration of expanding Grape Day Park. Director McKinney responded it was not prohibitive. Site 2 includes considerations to the Downtown Specific Plan of the General Plan which already calls for a park expansion to Washington Avenue. The Library could be a catalyst to this expansion and generate consideration of incorporating multi-use options within a Library project to maximize interest in the downtown area.

Trustee Cameron asked if there were any proposed ballot measures in the current or near future elections that would help produce this project. Director McKinney responded not at this time, but grants may be explored. Assistant Director Smith stated that a State bond measure to support public library construction is not on the horizon.

Other Reports

Item #4: Director of Library & Community Services

Assistant Director Smith reported that Dan Wood has been selected to fill the Senior Librarian for Literacy and Youth Services position and will begin work on November 28, 2016. He has worked at Carlsbad City Library and Temecula Public Library. There is currently a vacancy in Youth Services for a part-time Library Associate position. The internal job posting closes on Thursday, November 10, 2016.

The Old Globe Theater's community outreach program, *Globe for All*, will present an educational workshop on Shakespeare and a live production of the play *Measure for Measure* in the round on November 19, 2016 in the Turrentine Room. Also, the *2nd Saturday Concert Series* season begins on November 12, 2016, featuring the *Q-Ban Street Band*. Library Trustees are invited to attend programs.

A Request for Bid for the Library's new RFID/AMH project opened on November 7, 2016 and will close on November 21, 2016. The bids and vendors will be evaluated in December and implementation is expected in Spring 2017. In preparation for the project, a major materials weeding project is underway. The RFID/AMH project is funded through Capital Improvement Project Funds. Equipment can be transferable to a new facility.

Director McKinney stated that City Manager Graham Mitchell has submitted his resignation and will leave his position by December 31, 2016. A recruitment for a new City Manager is underway.

Adjourned: Trustee Gorny adjourned meeting at 3:02 p.m.

Mayra Salazar, Library Board of Trustees Secretary/mb