

**Escondido Public Library Board of Trustees
Special Board Meeting Minutes
Thursday, October 18, 2018, 2:00 p.m.**

CALL TO ORDER: President Guiles called the meeting to order at 2:00 p.m.

Members Present: President Ron Guiles, Trustee Elmer Cameron, Trustee Gary Knight and Secretary Mayra Salazar.

Members Absent: Trustee Mirek Gorny

LS&S Staff Present: Patricia Crosby – Library Director, Faith McLaughlin – Administrative Coordinator, Monica Barrette -- Senior Librarian Adult Services/Pioneer Room

City Staff Present: Joanna Axelrod – Director of Communications and Community Services

ORAL COMMUNICATIONS:

- **Brenda Townsend spoke about audio recordings and availability to the public.**
- **Linda Parker spoke about Agenda Item 4.**
- **Patricia Borchmann spoke on items not listed on the agenda.**
- **Mrs. Letson spoke on availability of meeting minutes prior to the next meeting.**

APPROVAL OF MINUTES:

Agenda Item 1. Approve Minutes from the September 13, 2018 meeting

Motion by Trustee Cameron, seconded by Secretary Salazar to approve the September 13, 2018 minutes as written. Motion carried unanimously.

CURRENT BUSINESS:

Agenda Item 2. Summer Reading Challenge Presentation

Monica Barrette, Senior Librarian Adult Services presented an overview and showed some highlights of the Adult and Youth Services programs in addition to a slideshow of the 2018 Endless Adventures Summer Reading Challenge.

Agenda Item 3. Trust Fund

The Board discussed the Trust Fund and the allocation or pre-designation of funds that have been allocated and other funds which can be made available in the future.

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Agenda Item 4. Progress of Operational Effectiveness

The Board of Trustees discussed the progress of the Escondido Public Library's effectiveness since the operational changes that occurred in January 2018.

Agenda Item 5. Strategic Plan Implementation

The Board and Director Crosby discussed the goals previously assigned and the progress of implementation so far.

OTHER REPORTS:

Director's Report:

- Monthly and Annual Statistics of the Library handout and breakdown (attached)
- Fire Drill report from the City.
- Installation of the new security door at the staff entrance at the front of the building is now operational.
- Staff change: $\frac{3}{4}$ FTE staff member Cecy Rayphole is leaving on 11/09/2018 but her last day working onsite is 10/27/2018. Her position will now be recruited as a full time position.
- California State Library Survey has been completed.
- Polling location information for November 6 election day.
- Annual Report is in progress
- Arrival of new Chromebooks

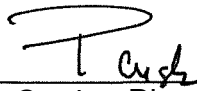
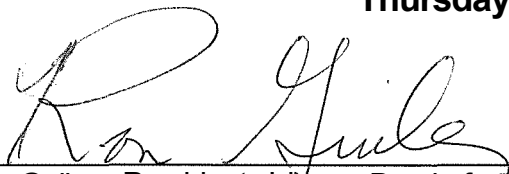
Items Which Have Been Requested for Next Month's Agenda:

- Audio recordings of board meetings and the availability to the public.
- Handouts from the Director made available to the public prior to the meeting (when agenda is posted).
- Plan of action regarding the possibility of recruiting someone to work with the public in an outreach role to generate interest in the library.

Next Meeting: The next meeting is on Thursday November 8, 2018 at 2:00 pm.

ADJOURNMENT: Motion by Trustee Knight, seconded by Secretary Salazar to adjourn the meeting at 3:55 p.m. Motion carried unanimously.

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Ron Guiles, President, Library Board of Trustees/P. Crosby, Director, Escondido Public Library