

**Escondido Public Library Board of Trustees
BOARD MEETING MINUTES
Tuesday, December 13, 2016, 2:00 p.m.
Library Board Room**

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

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

Members Absent: Trustee Mirek Gorny

Staff Present: Loretta McKinney, Director of Library & Community Services; Cynthia Smith, Assistant Library Director; Joanna Axelrod, Principal Librarian; Misty Breymeyer, Division Coordinator; Dan Wood, Senior Librarian for Literacy and Youth Services

Written/Oral Communications: None

Agenda Item #1: Approval of minutes: November 8, 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: Dan Wood, Senior Librarian for Literacy and Youth Services

Assistant Director Smith introduced Dan Wood, Senior Librarian for Literacy and Youth Services. Mr. Wood joined the Library in November 2016 and is the newest member of the professional and supervisory staff. He holds a Bachelor of Arts degree in English Literature and Writing from CSUSM and a Master's in Library and Information Science (MLIS) from San Jose State University. Mr. Wood has extensive experience, having worked at Carlsbad City Library and most recently at Temecula Public library. His background includes technical, circulation, teen, and adult services. Mr. Wood has been acclimating to his new role and plans to focus on youth services by developing the children's collection and creating programs for targeted age groups. He will also oversee Literacy Services. Trustee Guiles invited Mr. Wood to return in six months to share his observations and future plans once he is established in his new role.

Item #3: Library Photo Video Policy: Recommended Revisions

The proposed revisions to the Library's Photo and Video Policy statement were discussed. Trustee Cameron asked for background information about the Library's history of taking and using photographs of patrons. Assistant Director Smith explained that the policy was last approved by the Board of Trustees in 2012, and the policy is in line with practices nationwide. Updated language has been simplified and clarified by

the City Attorney. It is understood that photos may be taken in a public setting. Patrons may opt out of having their photo taken at any time. A waiver and consent form is utilized for specific cases where permission is required for use of a photo. Library staff are very respectful of patron wishes if they want to opt out.

The revised policy statement will be posted throughout the Library and is posted on the Library's website.

Motion by Trustee Guiles and seconded by Trustee Knight to approve the revised Photo Video Policy Statement. Motion carried unanimously.

Item #4: Escondido Public Library Relocation Feasibility Update

Director McKinney provided an update on the Library relocation to Grape Day Park. A request for qualifications (RFQ) to determine interest in public/private partnerships is being prepared. In addition, community meetings are being planned to gauge public interest and support for the project. Director McKinney also discussed the recent *San Diego Union Tribune* article about building a new hotel in the civic complex and relocating the Library to Grape Day Park. The article suggested that a bond measure would be required to finance placing the Library in Grape Day Park. Director McKinney clarified that the hotel is a separate project from the Library. Trustee Cameron asked for clarification regarding a decision to move forward with a bond measure. Director McKinney clarified that a bond measure is yet to be determined and may depend on input from community meetings, other studies, and responses to the RFQ. Trustee Guiles inquired if there is potential partnership interest to help provide revenue streams. Director McKinney confirmed that there are early indications of interest from agencies, such as charter schools; however, even though this is encouraging, firm commitments have not been made.

Other Reports

Item #5: Director of Library & Community Services

The Library will hold its staff holiday luncheon on December 14th and Trustees are invited to join staff.

Assistant Director Smith provided an update on future programming. In addition to continuing programs that include concerts, a writers' group, and book clubs, Adult Services has a line-up of programs planned for the New Year, entitled "*New Year, New You.*" Literacy Services will hold the 13th Annual Scrabble-Thon on March 11, 2017 at the Park Avenue Community Center.

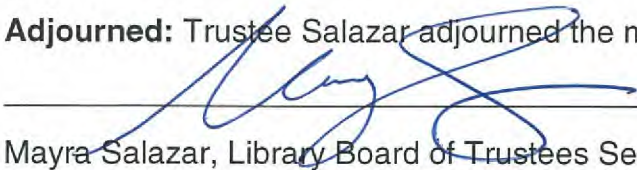
Director McKinney announced that planning for the FY 2017-18 Annual Operating Budget (AOB) is underway. The process, from proposal to final adoption, takes around 6 months. The Library's AOB in FY 2017-18 is expected to be the same as FY 2016-17, and increases in operating expenses will have to be absorbed. Director McKinney will

provide periodic updates to the Library Board of Trustees throughout this process.

Director McKinney also provided an update on the Library RFID/AMH project (Radio Frequency Identification/Automated Materials Handling). Responses to the project bid have been reviewed and several vendors will participate in onsite demonstrations in December. The goal is to select a vendor by the end of the year. The plan is to seek approval from City Council in February and move forward with the project implementation.

In response to a question from Trustee Cameron, Director McKinney informed the Trustees that City Council extended the City Manager's contract through mid-February 2017. A search firm has been retained to recruit a new City Manager. The goal is to bring a new City Manager on board in Spring 2017.

Adjourned: Trustee Salazar adjourned the meeting at 2:57 p.m.



Mayra Salazar, Library Board of Trustees Secretary/mb