

Agenda Item No. 1

**Escondido Public Library Board of Trustees
BOARD MEETING MINUTES
Tuesday, July, 12, 2016, 2:00 p.m.
Library Board Room**

CALL TO ORDER: Trustee Knight called the meeting to order at 2:05 p.m.

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

Members Absent: Trustees Mirek Gorny, Mayra Salazar

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

Written/Oral Communications: None

Agenda Item #1: Approval of minutes: June, 14, 2016 meeting.

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

Current business

Agenda Item #2: Staff Introduction: Monica Barrette, Adult Services Librarian

The Board of Trustees were introduced to Adult Services Librarian, Monica Barrette, who joined the Library in October 2015. She was previously employed at Orange Public Library for nine years. During that time she pursued her graduate degree and obtained her Master's in Library and Information Science from San Jose State University with honors. Ms. Barrette also holds a Bachelor's degree in English Literature from California State University, Fullerton.

Ms. Barrette is responsible for collection development specializing in the acquisition and maintenance of adult print fiction, audio, and eAudio books. She recently added an additional category to her duties by creating the new and very popular Adult Graphic Novel collection which has a 50% checkout rate. Besides collection development duties, Ms. Barrette has taken the lead on several adult programs, including the 2nd Tuesday Book Club, *Star Wars - May the Fourth Be with You*, and the upcoming *Harry Potter* celebration. She has played a key role in the Adult Summer Reading Challenge and was instrumental in developing an activity-based log for adults to track their reading achievements. Her current goals are to increase print and electronic adult fiction circulation, and Adult Summer Reading participation.

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

Director McKinney noted that this agenda item's background statement should be corrected to reference City Council's direction to study the feasibility of a new library located at the corner of Woodward Avenue and Escondido Boulevard, rather than Washington Avenue and Escondido Boulevard.

She summarized City Manager Graham Mitchell's focus group meetings with local teen and college students as being successful and insightful sharing similar themes of wanting more books and better wireless access. These meetings were followed by a meeting with the Library Support Group Steering Committee on June 23, 2016.

The Grape Day Park Task Force has continued to meet bi-weekly. Task Force members include Graham Mitchell, City Manager; Jay Petrek, Assistant City Manager; Julie Procopio, Assistant Director of Public Works and Engineering; Ira Morgan, Superintendent of Building Maintenance; Loretta McKinney, Director of Library and Community Services; Cynthia Smith, Assistant Library Director; Joanna Axelrod, Principal Librarian; and Janet Rulien; Administrative Coordinator for Library and Community Services.

Trustee Cameron inquired about the status of a public/private partnership possibility for the existing Library site. Director McKinney responded that all ideas are being considered but there is no commitment at this point. Trustee Guiles, inquired about the level of expertise available to consider building costs and the projected size for a new building. Director McKinney stated that the costs are estimates from data gathered from the Library's consultant architect and costs for similar projects. Depending on the project, location, timing, and economy, the cost can range from \$350-600 per square foot. \$500 per square foot is a working number in use as it takes into account FFE (Furnishings, Fixtures, and Equipment). A size range from 70,000 – 75,000 square feet is a working number for a more ideal sized Library, although the final determination will be made by the Escondido City Council.

The Grape Day Park New Library Task Force is considering the impact of costs associated with parking, traffic, previous buildings at the site, geo-technical, and environmental issues.

Trustee Cameron stated that people want to be proud of the Library facility. Trustee Knight stated that the Library Trustees play a role to help educate the community on the needs and value of such a facility. Several community leaders have stated that they feel the new Library should be a destination and focus of the center of the City. They want future generations to feel proud of their Escondido roots and come back to our community with that sense of pride.

The Trustees discussed the possibility of sharing the new facility with a vocational school in addition to the library functions. Director McKinney stated that one of the goals of the Task Force is to help identify priorities for a new building. Community feedback

indicates the high need for separate study rooms, an auditorium, flexible meeting spaces, a sense of fluidity between indoor and outdoor environments, infrastructure to support technology, and a café. People want printed books in their Library. If a school or business were to be included in the new facility, steps would need to be taken to ensure community priorities are met and the needs of the secondary facility considered as well.

Director McKinney reported that the Task Force will continue to meet for the next month or so and will prepare a staff report for presentation to City Council members. The report will present options and seek direction related to the location of study, including geo-technical, building size, cost, and possible methods of financing.

Director McKinney thanked the Board of Trustees for their support and interest in this project.

Agenda Item #4 Review of City of Escondido Advisory Body Handbook

Due to absences, Director McKinney suggested that this agenda item be tabled until next month or for a future meeting when all members on the Library Board of Trustees can be present to participate in the review.

Motion by Trustee Cameron and seconded by Trustee Guiles to table the review of the Escondido Advisory Body Handbook. Motion carried unanimously.

Agenda Item #5 Graphics Printer

Principal Librarian Axelrod reviewed the request to utilize funds from the Trust Fund Technology budget, not to exceed \$3,700, to purchase a new printer for the Library's graphic design production. This is a special printer, critical to help publicize programs and marketing. The new printer is needed to replace a printer that is no longer functional.

Trustee Knight offered that the San Diego Futures Foundation may be able to donate a printer that meets the stated specifications and could be provided free of charge. Trustee Knight will check availability and reply directly to Library Administration.

Motion by Trustee Guiles and seconded by Trustee Cameron to approve the use of the Trust Fund Technology budget, not to exceed \$3,700 in the event a donation cannot be obtained. Motion carried unanimously.

Agenda Item #6 Other Reports

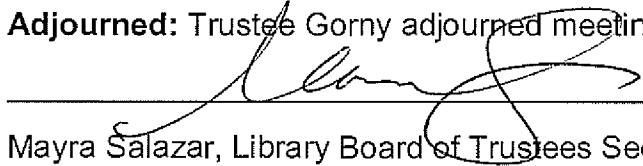
Trustee Cameron requested that Director McKinney engage in discussion with absent board members to make sure the Board meeting times do not pose a scheduling problem. Assistant Library Director Smith noted that she has begun using the Outlook calendar meeting invite system. The Outlook calendar allows Trustees to reply directly

to Assistant Library Director Smith, noting if the meeting invitation is accepted, declined, or if attendance is tentative.

Director McKinney reported that the 2016-17 Fiscal Year has started. As a result of cuts to the Library's budget, five part-time employees were laid off effective June 30, 2015. The Escondido Technology Center (ETC) is no longer open to the public; however, a new, stronger Wi-Fi system is being installed at the East Valley Community Center and Chromebooks will be provided for public use. Seating has been set up to facilitate Wi-Fi use. The ETC may be leased to an agency who would like to operate the center.

Michelle Peralta has been promoted to fill the vacant Archivist position. Ms. Peralta holds a Master's degree in History and is currently enrolled in the MLIS program at San Jose State University, specializing in archives. The Archive Assistant position is now vacant. Both the Archivist and Archivist Assistant positions are part-time and now included in the Library's Annual Operating Budget, allowing Ryan Trust funds to be saved for later use.

Adjourned: Trustee Gorny adjourned meeting at 3:22 p.m.



Mayra Salazar, Library Board of Trustees Secretary/mb