



AGENDA
Library Board of Trustees
Tuesday, June 14, 2016
2:00 p.m.
Library Board Room

CALL TO ORDER

Roll Call: President Mirek Gorny, Trustee Elmer Cameron, Trustee Ron Guiles, Trustee Gary Knight, Trustee Mayra Salazar

ORAL COMMUNICATIONS

The public may address the Board of Trustees on any item which is not on the agenda at this time, provided the item is within the subject matter jurisdiction of the Library Board of Trustees. (Refer to the last page for instructions.)

APPROVAL OF MINUTES

1. Approval of minutes from the Library Board of Trustees Meeting on May 10, 2016.

CURRENT BUSINESS

2. Staff Introduction: Kristine Macalalad, Librarian I for Youth Services
3. Update on Grape Day Park New Library Taskforce
4. Library Code of Conduct Policy: Recommended Revisions
5. Community Services Recreation Guide: Request to Purchase an Additional Page

OTHER REPORTS

6. Director of Library and Community Services and Assistant Library Director

ADJOURN

(List of Special Programs and Library Events continue on Page 2)



AGENDA
Library Board of Trustees
Tuesday, June 14, 2016
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Library Board Room

Date & Time	Location	Event
June 14, 21, & 28 July 5 2:00 p.m.	Turrentine Room	<i>Kids Summer Reading Challenge: Craft time</i>
June 14 6:00 p.m.	Turrentine Room	<i>Adult Summer Reading Challenge 2nd Tuesday Book Club: Code Talker: The First and Only Memoir By One of the Original Navajo Code Talkers of WWII by Chester Nez</i>
June 15, 22, & 29 July 6 10:30 a.m.	Turrentine Room	<i>Baby Summer Reading Challenge: Storytime</i>
June 15 3:30 p.m.	Turrentine Room	<i>Teen Summer Reading Challenge: Let's Make Comics!</i>
June 16 2:00 p.m.	Turrentine Room	<i>Kids Summer Reading Challenge: Naathan Pham – Magic Asian Man!</i>
June 18 10:30 a.m.	Turrentine Room	<i>Adult Summer Reading Challenge: Collage Making</i>
June 18 1:00 p.m.	Turrentine Room	<i>Teen Summer Reading Challenge: Screen Printing Saturday</i>
June 18 3:30 p.m.	Turrentine Room	<i>Adult Summer Reading Challenge: Rincon Literario: El guardian invisible/The Invisible Guardian by Dolores Redondo</i>
June 22 3:30 p.m.	Turrentine Room	<i>Teen Summer Reading Challenge: Esco Teens Create</i>
June 23 2:00 p.m.	Turrentine Room	<i>Kids Summer Reading Challenge: One World Rhythm</i>
June 24 & 25 10:00 a.m.	Friends Bookshop	<i>Friends of the Library 50% Off Sale</i>
June 29 3:30 p.m.	Turrentine Room	<i>Teen Summer Reading Challenge: Game On!</i>



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June 30 2:00 p.m.	Turrentine Room	<i>Kids Summer Reading Challenge: Amazing Science of Bubbles</i>
July 2 10:30 a.m.	Turrentine Room	<i>Adult Summer Reading Challenge: Watercolor Painting</i>
July 4 All Day	All Library Locations	<i>Closed: July 4th Holiday</i>
July 6 3:30 p.m.	Turrentine Room	<i>Teen Summer Reading Challenge: Burritos & Book Club</i>

UPCOMING MEETING SCHEDULE

Library Board of Trustees Meetings are scheduled the second Tuesday of the month in the Library Board Room. Meetings begin at 2:00 PM.

<i>Day</i>	<i>Date</i>	<i>Time</i>	<i>Location</i>
Tuesday	July 12, 2016	2:00 p.m.	Library Board Room
Tuesday	August 9, 2016	2:00 p.m.	Library Board Room
Tuesday	September 13, 2016	2:00 p.m.	Library Board Room

ADDRESS THE LIBRARY BOARD OF TRUSTEES

Please complete a *Speaker Form* and hand it to the Library Division Coordinator. Submit the *Speaker's Form* prior to Oral Communications or the discussion of an agenda item, including items on the Consent Calendar. Comments are generally limited to 3 minutes. Note: Depending on the number of requests, comments may be reduced to less than 3 minutes per speaker.

Oral Communication: The public may address the Board of Trustees on any item which is not on the agenda during Oral Communications, provided the item is within the subject matter jurisdiction of the Library Board of Trustees. Speakers are limited to only one opportunity to address the Board under Oral Communications. State law prohibits the Library Board from discussing or taking action on such items, but the matter may be referred to the Director of Library and Community Services/staff or scheduled on a subsequent agenda.



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Agenda Item: The public may address the Library Board of Trustees on any agenda item, including items on the consent calendar.

Handouts: Handouts for the Library Board of Trustees should be given to the Library Division Coordinator.

To address the Board, when called, please STATE YOUR NAME FOR THE RECORD.

AGENDA, STAFF REPORTS, AND BACK-UP MATERIALS ARE AVAILABLE:

- Online at <https://www.escondido.org/LBT-agendas.aspx>
- Additional online posting at library.escondido.org/library-board-of-trustees.aspx
- In the City Clerk's Office at City Hall.
- In Escondido Public Library (239 South Kalmia Street) during regular business hours.

AVAILABILITY OF SUPPLEMENTAL MATERIALS AFTER AGENDA POSTING:

Any supplemental writings or documents provided to the Library Board of Trustees regarding any item on this agenda will be made available for public inspection in the City Clerk's Office located at 201 North Broadway during normal business hours, or in the Library Board Room while the meeting is in session.

Please Turn Off All Cell Phones While The Meeting Is In Session

ESCONDIDO PUBLIC LIBRARY HOURS

Monday & Tuesday	10:00 a.m. – 8:00 p.m.
Wednesday, Thursday & Friday	10:00 a.m. – 6:00 p.m.
Saturday	10:00 a.m. – 5:00 p.m.

**Escondido Public Library Board of Trustees
BOARD MEETING MINUTES
Tuesday, May 10, 2016, 2:00 p.m.
Library Board Room**

CALL TO ORDER: Trustee Salazar called the meeting to order at 2:10 p.m.

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

Members Absent: President Mirek Gorny

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

Written/Oral Communications: None

Agenda Item #1: Approval of minutes: April 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: Oscar Lujan, Librarian II for Adult Services

Assistant Director Smith introduced Oscar Lujan, the Library's new Librarian II for Adult Services. Mr. Lujan received his Bachelor's degree in history from San Diego State University and a Master's degree in Library and Information Science from San Jose State University. He has extensive experience and a passion for collection development and has made a great addition to the Library team.

Mr. Lujan is heading up the collection development process at the Library, formalizing the plan for collection weeding in preparation for the RFID/AMH (Radio Frequency Identification/Automated Materials Handling) implementation, and is helping other Librarians hone their collection development skills. He also monitors each division's purchases and budgets to reduce duplication and maintain consistency in operations. Mr. Lujan enjoys the challenge of putting collections together as well as the research and evaluation that comes with the task. Some things he considers when purchasing materials are professional reviews, trends, requests from patrons, and circulation statistics when replacing items. He is looking forward to gaining more experience in programming and working closer with the community.

Item #3: Overview of Fiscal Year 2016-2017 Budget Process

January through June each year is the City's budget planning season. There are several different budgets that need to be approved: General Fund/Special Fund, and Capital Improvement Project budgets. On April 27, 2016 the General/Special Fund budget preview for fiscal year 2016-2017 was presented to the City Council. This preview did include several potential cuts to the Library. Each department was asked to reduce their budgets by 2.3% as revenues for the City are expected to be low for the last quarter. The final step in the process is to present itemized budgets to the Council which is expected to take place in June.

The Library was asked to come up with several options for cuts; the City Manager then decides which ones to present to Council. The options that have been chosen are to manage the ETC (Escondido Technology Center) differently, to adjust some maintenance agreement contracts, and to cut a total of 5 part-time positions. Some factors that were considered in suggesting these options are the low attendance of community members using the ETC and the costs to upgrade and maintain the existing equipment; transitioning to a new RFID/AMH system and removing other old equipment will result in no longer needing to continue certain maintenance contracts; and with the new RFID/AMH system, the workload and type of work in the Customer Services/Circulation are will be directly affected resulting in a workload shift for that division. How the ETC will be managed is still being discussed. Once the plan is defined it will be communicated to the Library Trustees.

Trustee Cameron asked why this information has not come up at the Board meeting prior to this. Director McKinney responded there are several reasons for not making this information available prior to the posting of the City Council agenda for the April 27th meeting. As a standard, sensitive information must be made available to the Council prior to communicating it to the public, staff, or any support groups. The Minutes for the Board of Trustee meetings are also made public and timing of released information must be considered. Another factor is that the budget process is fluid and changes daily based on internal fee information and direction from the City Manager. At the last meeting this information was not available to discuss. The Board receives the budget review once it is approved.

At any time, Board Members are welcome to attend the City Council meetings and speak their desires or concerns, and Trustees may decide to act individually or as a group. Staff are not in a position to encourage or discourage that action. In addition to this, at any time prior to the setting of the Board of Trustee agenda, Board Members are able to place an item on the agenda for discussion.

Item #4: Update on Grape Day Park New Library Task Force

The New Library Task Force meets every two weeks, and it is possible it may take longer than six months to have a final presentation on the findings. Currently the group is in the process of making preliminary task lists and defining priorities. They are also discussing the existing needs assessment, zoning, geological technical issues, research articles, and future concepts which includes the use of space and design. The present goal is to have a Library that will carry Escondido into the future, one that is adaptable, open, and will support the Library's core services through many years of service. The Task Force is working on a plan to bring in members of the community for input on the new library. An update on the progress of the Task Force will be provided at each Board of Trustees meeting.

Director McKinney shared a draft version of the Library's Core Services. The Library management team along with staff are currently reviewing the mission statement and have redefined the core services to help better understand the needs of the Library while assessing a new facility.

Task Force Members:

Graham Mitchell, City Manager

Jay Petrek, Assistant City Manager

Loretta McKinney, Director of Library and Community Services

Cynthia Smith, Assistant Library Director

Joanna Axelrod, Principal Librarian (back-up to Assistant Library Director Smith)

Julie Procopio, Assistant Director of Public Works - Engineering

Ira Morgan, Building Maintenance Superintendent

Rich O'Donnell, Deputy Director of Public Works – Maintenance (back-up to B.M. Superintendent Morgan)

Item #5: Other Reports

The Pioneer Room Archivist, Aditi Worcester, accepted a full-time position at UCSD and is no longer with the Library. Senior Librarian Viktor Sjöberg and Ms. Worcester created a plan to continue weeding materials with the assistance of Michelle Peralta, the Pioneer Room's newest Department Specialist. The first round of interviews to fill the Archivist position will take place Wednesday, May 11, 2016 and Thursday May 12, 2016.

Adjourned: Trustee Salazar adjourned meeting at 3:43 p.m.

Mayra Salazar, Library Board of Trustees Secretary/mb



LIBRARY BOARD OF TRUSTEES

Agenda Item No. 2
Date: June 14, 2016

TO: Library Board of Trustees
FROM: Joanna Axelrod, Principal Librarian
SUBJECT: Staff Introduction: Kristine Macalalad, Librarian I for Youth Services

Recommendation:

Receive information

Background:

Kristine Macalalad serves as Escondido Public Library's Librarian I for Youth Services. She will share her educational and professional background as well as provide an introduction to her roles and responsibilities within Youth Services.



LIBRARY BOARD OF TRUSTEES

Agenda Item No. 3
Date: June 14, 2016

TO: Library Board of Trustees
FROM: Loretta McKinney, Director of Library and Community Services
SUBJECT: Grape Day Park New Library Taskforce Update

Recommendation:

Receive information and file.

Background:

On March 23, 2016, City Council directed staff to study the feasibility of a new Library within Grape Day Park, at the corner of Escondido Boulevard and Washington Street. Director McKinney will provide an update on the Grape Day Park New Library Task Force.



LIBRARY BOARD OF TRUSTEES

Agenda Item No. 4
Date: June 14, 2016

TO: Library Board of Trustees
FROM: Loretta McKinney, Director of Library and Community Services
SUBJECT: Library Code of Conduct Policy: Recommended Revisions

Recommendation:

Review/Approve

Background:

Library policies are reviewed periodically by Library Administration to ensure they are up-to-date, clear, concise, and serve their intended purpose. The pertinent section of the Library Code of Conduct presented has been revised to reflect a more streamlined document that is aligned with City standards and other legal considerations.

The essential elements of the Code of Conduct remain intact with no new additions. A redlined revision of the current Library Code of Conduct policy is attached for review. The bulleted items below provide a summation of the proposed changes:

- Drinks in covered containers are allowed and the language regarding where food may be consumed has been updated to provide clarity.
- Items have been re-ordered to group them with similar topics.
- The number of personal belongings allowed in the Library has been increased from one to two in order to reflect user needs.
- For security reasons, unattended items are subject to removal and disposal.

The recommended changes to this document have been reviewed and approved by the City Attorney's Office.

The current Code of Conduct is accessible on the Library's website <http://library.escondido.org/code-of-conduct.aspx>, in the Library Administration Office, and at all public Information Desks. Upon approval, the revised edition will be made available at all of these locations.



ESCONDIDO PUBLIC LIBRARY

MEMORANDUM

CITY OF ESCONDIDO **LIBRARY AND COMMUNITY SERVICES DEPARTMENT**

LIBRARY CODE OF CONDUCT POLICY

PREAMBLE: ACCESS TO LIBRARY MATERIALS AND SERVICES

The freedom of access to ideas and information is essential to a democratic society, and the equality of access to information is one of the highest priorities of the Escondido Public Library. The Library's Board of Trustees affirms its support of Article V of the *Library Bill of Rights* which protects the right of an individual to use a library regardless of origin, age, background, or views. Additionally, the Board acknowledges the Library's responsibility to safeguard the accessibility of information for those in our society who cannot afford to obtain such information through commercial means.

Accordingly, the Library Board of Trustees will seek to impose the minimum number of restrictions on Library facilities and resources necessary to protect the public's right of access to Library facilities, to ensure the safety of users and staff, and to protect Library resources. No one will be denied use of the Library merely because of his or her appearance or negative, subjective reactions from others. Further, all Library rules shall be enforced evenhandedly, and not in a manner which would arbitrarily benefit or disfavor any person or group.

In order to provide the community with an atmosphere of safety, courtesy, integrity, and respect, the Library and Community Services Department has developed a "Code of Conduct Policy." This Policy applies to all participants, facility users, recognized organizations or groups, staff and volunteers in all programs, activities, and facilities. Each participant is responsible for regulating his or her own conduct in a positive, productive, and mature manner. In matters of general conduct, participants shall be governed by the ordinary and reasonable rules of behavior observed by law-abiding and self-respecting citizens.

All participants and City staff have the right to be safe, and feel safe, while attending a Library facility or program. With this right comes the responsibility to be law-abiding citizens and to be accountable for actions that put the safety of others or oneself at risk.

Additionally, the control of facilities through the application process is necessary to ensure equitable use and availability to all residents. Library facility uses are governed by policies approved by the Library Board of Trustees. Responsibility for administering facility use is Approved by Library Board of Trustees: 9/1/01;12/11/14

delegated to the City of Escondido Public Library, a Division of the Library and Community Services Department, and is executed by Library staff. This Policy encourages maximum public use and enjoyment of City Library facilities.

STANDARDS OF CONDUCT

All Library users, program participants, organizations and groups, staff, volunteers, and visitors to Library facilities or programs are expected to:

1. Support the purpose, structure, codes, and policies of the City of Escondido, and the Library and Community Services Department.
2. Conduct themselves in accordance with the City's Discrimination/Sexual Harassment Policy, employee guidelines, and ethics of the organization.
3. Abide by the City's Drug-Free Work Policy.
4. Accept the City's, and the Library and Community Services Department's, chain of command.
5. Treat staff and volunteers, program participants, meeting room users, and Library users with respect.
6. Use courteous language at all times, refrain from any disparaging remarks or verbal abuse.

RULES FOR SAFETY AND ACCESSIBILITY

1. Complete and submit a Meeting Room Application prior to any scheduled use of the meeting rooms, and abide by the Meeting Room Policy established by the Library Board of Trustees.
2. Show proper care and regard for City property and the property of others and make a reasonable effort at cleanup, returning the area to its condition immediately prior to use.
3. All drinks must be in covered containers ~~and having drinks of any kind at computer stations is prohibited.~~ Food consumption is limited to the Turrentine Room during scheduled events and outside on the Library's patio. ~~Lobby of the Library and meeting rooms. No food or drinks are permitted in the Pioneer Room or Computer Centers.~~
4. Children under the age of 10 must be accompanied at all times by a parent, guardian, or other responsible person. The Library is not responsible for the supervision of minor children left unattended.
5. Minor children who remain at Library facilities after closing may be referred to the police in order to ensure their safety.
6. Staff may restrict adult use of Children and Teen areas, including the Children's restrooms, in order to ensure the adequate protection of Library facilities and of persons and property therein.
7. Shirts and shoes are required and must be worn at all times while in the Library.

8. Alcohol consumption and persons under the influence of alcohol or non-prescribed drugs are not allowed on Library property.
9. Personal possessions brought into the Library are subject to the following:
 - a) Size must be limited to no larger than a student's typical book bag (approximately 10" x 16" x 24").
 - b) Number of parcels is limited to one two per person.
 - c) Items inappropriate for Library use, including, but not limited to, bicycles, tools, and wagons, are not allowed in the Library.
 - d) Personal possessions should not take up seating or space needed by others.
 - e) The Library is not responsible for loss or theft of personal belongings left unattended.
 - f) The Library does not provide storage of personal property.
 - g) Personal possessions may not be stored anywhere on Library property, including in or behind bushes, trees, shrubs, and/or walls next to Library-owned buildings. For security reasons, unattended items left inside or outside facilities on Library property are subject to removal and disposal.
 - h) All parcels, handbags, briefcases, and backpacks are subject to visual inspection by Library staff to prevent theft of Library materials as per Penal Code Section 490.5.
10. Smoking, use of related tobacco products, or e-cigarettes, is not permitted in the Library. Please respect others by smoking only in designated areas at least 80 feet from any Library building Entrance or Exit.
11. Weapons of any kind are prohibited on Library property.
12. The use of incendiary devices, such as candles, matches, and lighters, is prohibited inside the Library.
13. Animals, other than service animals assisting persons with disabilities, are not permitted inside the Library.
14. Roller skates, scooters, skateboards, bicycles, or other similar devices must not be used on Library property.
15. All bicycles must be locked to a bicycle rack, unless there is no open space available. Bicycles may not be locked to trees or other objects on Library property.
16. Sleeping or lying on the floor or furniture is prohibited. Feet must remain on the floor and not on the furniture. In addition, sleeping, or sitting on the ground in or among bushes or shrubs outside the Library, is prohibited.
17. Vandalizing or abusing Library materials, equipment, or facilities is prohibited, including, but not limited to, such actions as spitting or littering.
18. Panhandling or soliciting as defined by Escondido Municipal Code Section 18-107 is prohibited on Library property.
19. Signature gathering for petitions is permitted outside the Library, but must not block the Library entrance or exit.
20. Selling merchandise without prior permission from the Director of Library and Community Services or the Deputy City Librarian is not allowed.
21. There will be no media or commercial photography or filming without prior permission. Interested parties must submit a "City of Escondido Filming/Photography Permit Application" for review and approval before proceeding.
22. Unreasonable use of rest rooms, including laundering and bathing, is prohibited.

23. People, animals, or property must not block Library entrance areas, aisles, doorways, stairways, elevators, or ramps, or interfere with the free flow of pedestrian traffic in such areas.
24. Public Computers and WiFi access are filtered. It is illegal to view child pornography. If such actions are observed, the police will be called immediately. If a complaint is received regarding the viewing of a site(s) that is offensive, including sites viewed on wireless enabled computers and devices, the Library user must navigate away from such sites immediately. Failure to comply with this Policy will result in removal from Library computer areas, according to the Disciplinary Process described in this Policy.
25. The Library prohibits any activity or condition that unreasonably interferes with Library user or staff comfort, safety, use, or quiet and peaceful enjoyment of the Library, including, but not limited to:
 - a) Harassing or threatening Library users or staff.
 - b) Staring at, following, or photographing Library users or staff.
 - c) Making any loud or unreasonable noise or other disturbance such as running or talking loudly.
 - d) Disruptive use of personal communications or entertainment devices, such as cell phones, head phones, and radios.
 - e) Offensive body odor due to poor personal hygiene, overpowering perfume, or cologne.
 - f) Excessive public displays of affection.

Library users who wish to request a modification to these Rules because of a disability and who need accommodation are invited to present their requests to the City by filling out a Request for Accommodation Form, or by calling the City's ADA Coordinator at 760-839-4643. State law permits library staff to visually inspect purses, bags, parcels, briefcases, and other packages in order to prevent the theft of books and library materials.

DISCIPLINARY PROCESS FOR LIBRARY FACILITIES

Users are expected to comply with all applicable Federal, State, and Municipal laws, as well as the Library's Code of Conduct Policy.

Persons who violate these Standards may receive a warning from Library staff and/or an opportunity to cease the violation, or leave the Library. Family members may also be contacted to help alleviate issues, as appropriate. Illegal activity, as well as any willful or repeated violations of these Standards, or other posted Library regulations, may result in removal from the facility and/or suspension of Library privileges. In addition, where authorized by Federal, State or local law, violations of these Standards may result in arrest.

When a serious act of misconduct by a participant, volunteer, facility user, or group occurs, the site supervisor shall immediately investigate the allegation. He/she shall make a recommendation to the Director of Library and Community Services, or his or her designated representative, regarding final disciplinary action. In the interim, the site supervisor may immediately impose reasonable restrictions on the offender until final action can be determined.

Such reasonable restrictions for repeated violations by the same person may include:

- 1st incident: Warning.
- 2nd incident: Suspension from the Library for the rest of the day.
- 3rd incident: Suspension from the Library for a week.

4th incident: Suspension from the Library for a month or longer.

Sanctions will be communicated in writing to the offender(s).

APPEAL PROCESS OF AGGRIEVED PARTY

Any person aggrieved by decisions of Library staff may appeal by following the appropriate chain of command within the City. The chain of command begins at the supervisory level and proceeds up through the Director of Library and Community Services.

For appeal purposes all decisions ruled upon by Library staff will remain in place until such time as possible modifications are made as a result of the next step in the appeal process.

Any person aggrieved by a decision of the Director of Library and Community Services, or his/her designee, with respect to this Code of Conduct for Escondido Public Library may appeal the decision by filing a written notice of appeal with the City Clerk no later than ten (10) days after said decision has been communicated to the aggrieved party.

Upon receiving an appeal, the City Clerk will forward the appeal to the City Manager's Office and City Attorney's Office who will respond within a timely manner.



LIBRARY BOARD OF TRUSTEES

Agenda Item No. 5
Date: June 14, 2016

TO: Library Board of Trustees
FROM: Loretta McKinney, Director of Library and Community Services
SUBJECT: Community Services Recreation Guide: Request to Purchase an Additional Page

Recommendation:

Review and approve use of allocated Special Projects funds to purchase an additional page in the Community Services Recreation Guide.

Background:

At the March 8, 2016 Library Board of Trustees meeting, the Trustees approved the allocation of \$7,500 from the Library Trust Fund for the purpose of allowing the Library to purchase an additional page in the Community Services Recreation Guide when additional space is needed to inform the community of future Library programs. This approval was made with the condition that the Trustees would be provided the opportunity to review and approve the recommendations for the additional page of information in the Guide.

Copies of the proposed designs for the additional Library information to be included in the fall/winter issue of the Community Services Recreation Guide will be provided at the meeting for the Trustees review and approval. The cost of the additional page would not exceed \$1,500.