

**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 additional 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