

**Escondido Public library Board of Trustees
BOARD MEETING MINUTES
Tuesday, March 8, 2016, 2:00 p.m.
Library Board Room**

CALL TO ORDER: Trustee Gorny called the meeting to order at 2:02 p.m.

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

Members Absent: None

Staff Present: Loretta McKinney, Director of Library & Community Services; Cynthia Smith, Assistant Library Director; Joanna Axelrod, Principal Librarian; Misty Breymeyer, Division Coordinator; Shawn Townsend, Youth Services Senior Librarian

Written/Oral Communications: None

Agenda Item #1: Approval of minutes: February 9, 2016 meeting

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

Current business

Item #2: Staff Introduction: Shawn Townsend, Youth Services Senior Librarian

Assistant Library Director Smith introduced and welcomed Shawn Townsend, Youth Services Senior Librarian. Ms. Townsend joined the Library in January 2016 and is responsible for developing programs and services for children and teens, ages 0-18. She discussed the areas of initial focus, including assessing collections and evaluating current programming. Her goal is to retain some existing programs and introduce several new programs to meet the needs of specific age groups. Ms. Townsend is meeting with schools and civic organizations to learn how the Library can meet their needs as well as to increase the Library's profile. She brings considerable public library management experience having worked with the cities of Long Beach and Upland, and Riverside County.

Item #3: Capital Improvement Program (CIP) Budget Allocation

Director McKinney reported that staff is currently working on preparing the Library's Capital Improvement Project (CIP) budget, due at the end of March. Library Trust Funds may be allocated into the CIP budget upon approval of both the Library Board of Trustees and the City Council. A Trust Fund report was provided showing the total available fund balance of \$215,195. The Trust Fund has two accounts that are budgeted for spending: Library Special Projects and Library Technology. The Special

Project account is primarily used for staff development, workshops, and other special needs; the Technology Fund is used for technology that serves the public. These funds are spent with Board approval.

The Trustees were requested to approve moving \$35,000.00 to fund Library Technology for additional RFID (Radio Frequency Identification) and AMH (Automated Material Handling) project expenses, and \$7,500.00 for Special Projects to cover staff development and possible advertising in the Community Services Recreation Guide. The total of \$42,500.00 budgeted would leave \$172,695.00 in available unbudgeted funds.

Motion by Trustee Knight and seconded by Trustee Guiles to approve moving \$35,000 to the Technology Fund. Motion carried unanimously.

Motion by Trustee Knight and seconded by Trustee Salazar to approve moving \$7,500 to the Special Projects Fund with a condition to review any recommendations for advertising in the Community Services Recreation Guide. Motion carried: Trustees Gorny, Knight, and Salazar: Yes; Trustees Cameron and Guiles: No.

Item #4 Update on the Library Expansion

Director McKinney reported that the update for the Library Expansion Project is scheduled to be presented to the City Council on March, 23, 2016. The staff report will provide information on the public survey conducted in December and seek City Council's direction to either proceed with a bond measure on the November 2016 ballot, or continue to pursue other financing options. Staff is currently finalizing the report. Data from the poll will be shared with the City Council and the community at the City Council meeting.

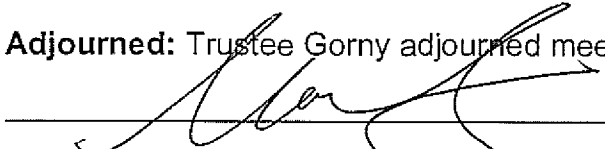
Other Reports

Item #5

Assistant Library Director Smith reminded the Board of the upcoming Volunteer Luncheon on April 14, 2016, from 12:00-2:00 p.m., at the Center for the Arts Escondido.

In addition to the Volunteer Luncheon, Literacy Services and the Friends of Literacy will be hosting the 12th Annual Scrabble-Thon on Saturday, March 12, 2016 at the Park Avenue Community Center starting at 9:00 a.m. The event will include a silent auction and currently has over 80 people enrolled.

Adjourned: Trustee Gorny adjourned meeting at 3:25 p.m.



Mayra Salazar, Library Board of Trustees Secretary/mb