

**Escondido Public library Board of Trustees
BOARD MEETING MINUTES
Thursday, December 10, 2015, 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, Mayra Salazar,

Members Absent: Trustee Gary Knight

Staff Present: Loretta McKinney, Director of Library and Community Services; Cynthia Smith, Assistant City Librarian; Joanna Axelrod, Principal Librarian; Misty Breymeyer, Library Division Coordinator

Written/Oral Communications: None

Approval of minutes: November 12, 2015 Meeting

Trustee Cameron suggested that the minutes be amended to exclude the last sentence of the third paragraph under the heading, Current Business: "Trustee Guiles suggested that the San Diego Charitable Foundation might be interested in providing seed money for the expansion or, if this does not fall under the scope of their giving priorities, perhaps individual members, such as Jack Raymond, might serve as donors."

MSC Cameron/Guiles to approve the minutes as amended. Vote 4/0 in favor.

Current business

Agenda Item #2: Staff Introduction to Misty Breymeyer, Library Division Coordinator

Director McKinney introduced and welcomed Misty Breymeyer as the new Library Division Coordinator replacing Janet Rulien. Prior to this promotion, Ms. Breymeyer held the position of Customer Service Representative II in the Community Services Division at City Hall.

Ms. Rulien has been a valued member of the Library Administration team and will be missed. She transferred to the Community Services Division to assume duties as their new Division Coordinator, primarily to assist with budget planning and administrative duties. Ms. Rulien will continue to work with Library Administration on budgeting matters.

Director McKinney explained that these personnel changes were necessary and part of an internal reorganization within the Community Services Division and approved by the City Manager. Director McKinney also said that the reorganization in Community Services utilized existing budget without further financial impact to the City.

Agenda Item #3: Trust Fund Report

Director McKinney corrected the document report header, which should have reflected FY 2015-2016. The report covers July 2015 to date. She noted that interest in the report shows as a negative number because the amount is accrued, but not posted until the end of a quarter. Director McKinney also noted that the Neihoff Donation is unspent because it must be budgeted first. The Neihoff account is stipulated for collection development and the plan is to budget a portion of the funds for spending in 2016-17. Assistant City Librarian Smith explained the Special Project fund is primarily used for staff development and we have been spending conservatively. The bottom line shows that other than staff development expenses and the purchase of books with pass-through funds donated by the Friends of the Library, Library Administration has used very little of the funds year to date. Director McKinney confirmed the total ending balance of \$312,028.

Trustee Guiles asked where the trust fund money primarily comes from. Director McKinney explained that a fair amount came from the California State Public Library Fund (PLF) and Transaction Based Reimbursement (TBR) in years past; however the California State Governor and legislature have eliminated state funding for public libraries in general, except for Literacy programs. At this point, the Trustees Fund relies on private donations, a small amount of interest, and reflects little growth.

Director McKinney added that Library Administration seeks approval for large expenses from the Board of Trustees. Expenses for staff development and minor charges are decided internally by Library Administration. They are reported quarterly in this report.

Trustee Guiles asked about the \$9,000 Literacy balance. Assistant City Librarian Smith explained that prior to the establishment of the Friends of Literacy Services as a special fundraising arm; a project number was created to receive donations earmarked for Literacy Services. When the Friends of Literacy Services established a 501(c) (3) and began raising funds, the remaining Trust fund balance was left alone. Currently, \$1,400 of the \$9,000 balance is actually budgeted and available.

Agenda Item #4 Statistical Report

Director McKinney reported that circulation statistics have been going down over the past couple of years. The number of library cards issued and door count are also indicators of a downward trend. Director McKinney said that staff members will be evaluating statistics and how they are tabulated in order to validate activity. It may be possible that the new integrated library system (ILS) system is recording data differently than the previous system. In addition, some programming has been slowed because of the many vacancies the Library has been experiencing over the past 18 months.

Trustee Cameron said he was glad the decreased trend is being investigated.

Trustee Guiles asked if a delay in staffing positions can be attributed to budget. Director McKinney provided a timeline illustrating how long it takes to fill a position from the time a vacancy is created until a new hire is on board.

Agenda item #5 Library Expansion

Director McKinney said that consultants have not conducted the poll yet because of a new law, AB809, which became effective in September. It requires the language of the questions asked in a poll to be similar to the proposed ballot language. City staff have been working with the City Attorney to confirm the language. This matter presented a delay, particularly as it relates to financial information provided in the survey.

City Council approved asking registered voters about the general obligation bond. The Library Foundation joined in the poll to ask additional questions related to supporting a possible sales or parcel tax. The Foundation paid to add these additional questions.

Director McKinney noted that the goal was to report back to City Council in January 2016; however, given the delay, the staff report to City Council will likely be in early February.

Agenda Item #6 - Other Reports

Assistant City Librarian Smith noted that the holiday staff lunch will be on December 16th at noon in the Turrentine Room. All staff, the various member groups, volunteers, and former volunteers are welcome.

John Paul the Great Catholic University and the Library have entered a work-study agreement for a student to be placed in Literacy Services. A graduate student has been interviewed, selected, and should begin his assignment in early January through June 30, 2016.

Future Agenda Considerations:

Because of a scheduling conflict, Trustee Salazar requested consideration to reschedule the Trustees monthly meeting to the same day at a later time or another Thursday. Director McKinney said that the item must be placed on the agenda in order for discussion to take place and a vote must be taken to agree to the meeting date and time. A change to the Library Board of Trustees Bylaws would also be required. Should the meeting date and/or time change, Library Administration will inform the City Clerk.

Adjourned: Trustee Gorny adjourned the meeting at 3:06 p.m.

Mayra Salazar, Library Board of Trustees Secretary/mb

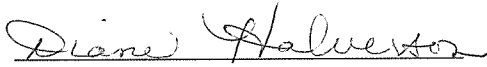
September 13, 2017

TO: File

FROM: Diane Halverson, City Clerk

SUBJECT: Library Board of Trustees Minutes

After a thorough search of the Library Board of Trustees' minute archives, it has been determined that only draft (unsigned) minutes exist for this meeting. In an effort to preserve a collection of minutes, the draft minutes have been submitted to compile a formal record of the business conducted at this Library Board of Trustees meeting for historical purposes.


Diane Halverson, City Clerk