

**Escondido Public Library Board of Trustees
SPECIAL MEETING MINUTES
Thursday, August 6, 2015, 2:00 p.m.
Library Board Room**

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

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

Members Absent: Gary Knight

Staff Present: Loretta McKinney, Director of Library & Community Services, Cynthia Smith, Deputy City Librarian, Diane Halverson, City Clerk, and Michael Thorne, Minutes Clerk

WRITTEN/ORAL COMMUNICATIONS: None.

SWEARING IN OF TRUSTEE: Diane Halverson, City Clerk, administrated the Oath of Office for Trustee Ron Guiles, term to expire March 31, 2017.

APPROVAL OF MINUTES:

1. **Approval of Minutes from the Library Board of Trustees Meeting on June 11, 2015.**

MOTION: Moved by Trustee Cameron and seconded by Trustee Gorny. Ayes: Trustee Cameron, Trustee Gorny, Trustee Guiles, Trustee Salazar. Noes: None. Absent: Trustee Knight. Motion carried.

CURRENT BUSINESS

1. **Review and Adoption of Revised Library Board of Trustees Bylaws**
Loretta McKinney, Director of Library and Community Services, and Cynthia Smith, Deputy City Librarian, reviewed Library Board of Trustees Bylaws and identified needed changes based on the language in the CA Education Code. These changes have been approved by the City Attorney's Office. Director McKinney, and Deputy Librarian Smith, presented the changes made to the bylaws for approval as follows:
 - a. Many wording and grammar fixes throughout the document;
 - b. Section 4.3 - included "subcommittees" "taskforce" and "ad hoc" to open and noticed meetings;
 - c. Section 5.2 - removed wording that allowed the Board to dictate duties of Librarian as that is handled by the City Manager;
 - d. Section 5.6 - An Annual Report is provided to the State and the Legislative body. A quarterly statistical report is provided to the Board of Trustees;
 - e. Section 6.1- included language that identifies process of how monies, and gifts are deposited in CIP fund;

Trustee Cameron questioned if there were written Library policies that were available for reference. Director McKinney indicated that policies are posted on the Library's website

and maintained at the information desk. Discussion ensued regarding the fact that all Library services are free. Charges are considered the customers' choices (i.e. damaging a book or renting a room). Trustee Cameron questioned if the time of the meeting must be in the bylaws. Director McKinney responded that the Board may change meeting times, and then would adopt into the bylaws. Trustee Cameron questioned if the election of officers must be in March. Director McKinney stated that the current wording provides for structure. Trustee Cameron requested an explanation of the process for putting an item on the Library Board of Trustees Agenda. Director McKinney stated that the President of the Board reviews agenda items, but cannot deny items requested by Trustees.

MOTION: Moved by Trustee Cameron and seconded by Trustee Guiles. Ayes: Trustee Cameron, Trustee Gorny, Trustee Guiles, Trustee Salazar. Noes: None. Absent: Trustee Knight. Motion carried.

2. **Update on the Library Expansion Project** – Director McKinney shared that the goal was to have an update to City Council on August 12, 2015; however, the update has been postponed to August 19. The update will provide funding options for City Council consideration. Trustee Cameron encouraged all trustees to attend the City Council meeting. Director McKinney provided an overview of progress: A conceptual design was presented to City Council in October, 2013, and the City Council approved the design in concept. A formal taskforce was formed. In 2014, staff requested City Council authorize \$257,000 be added to existing project funds for design development. City Council directed staff not to use the monies until the project was ready. The Library Foundation continues to collect funds, identify donors, and promote awareness. Library support groups attended two workshops and a Support Group Steering Committee was created. The Support Group Steering Committee meets one – two times per month to review progress. The Foundation hired a marketing firm to create informational brochures. Director McKinney is reviewing financing strategies to present to City Council.

OTHER REPORTS

3. **Director of Library and Community Services** – Director McKinney informed the Board that the City has notified Escondido Veterans Services, which has an office located in the Pioneer Room, to vacate by August 31, 2015. The Pioneer Room will now return to its original intent and be dedicated as the City's archive and true history center. The Library is increasing Internet capabilities and purchasing firewall equipment with a combination of funding from the California State Library Broadband grant and allocated Library Trust Funds. Staff will ask Council to accept grant funds on August 26, 2015.
4. **Deputy City Librarian** – Deputy Librarian Smith provided a recap of the successful 2015 Summer Reading program. 40 summer reading programs were offered by the Escondido Public Library in 2015 for adults, teens, and children over a 6 week period. 2,000 community members enrolled, primarily children and teens. Adult registration increased 64%. The Friends of the Library generously provided monies to fund these programs. The Friends of the Library approved funds for the 2015-16 2nd Saturday Concert Series, which will begin in October; Program planning takes place over the summer for programs that run from September through May; the Summer Reading Program planning for 2016 will take place in December. Deputy Librarian Smith also noted hiring progress: the new Digital Services Librarian is Cynthia Lewis; interviews are also being held for two new librarians; staff will be reviewing resumes for an archivist position. Deputy Librarian Smith provided information on two cases of reconsideration,

a formal process that occurs when someone from the public express concerns about a book or library materials. A committee evaluates the concern and makes a recommendation to the Director of Library and Community Services. Both reconsiderations resulted in final decisions to maintain books in the Library; one decision was to move the identified book from the Teen section to the Adult section.

5. **Upcoming Events** - Mirek Gorny outlined upcoming events.

Adjourned: 3:58 p.m.

Respectfully submitted

Mayra Salazar, Board Secretary

Michael Thorne, Minutes Clerk

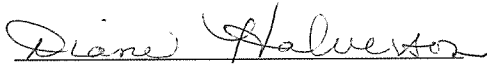
September 13, 2017

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