



Escondido Public Library Board of Trustees
AGENDA
Library Board of Trustees Special Meeting
Thursday, February 19, 2015
2:00 p.m.
Library Turrentine Room

1. CALL TO ORDER

- 2. ORAL COMMUNICATIONS:** In addition to speaking during particular agenda items, the public may address the Library Board of Trustees on any item which is not on the agenda provided the item is within the subject matter jurisdiction of the Library Board of Trustees. 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. (Please refer to the back page of the agenda for instructions.) Speakers are limited to only one opportunity to address the Board under Oral Communications.

3. Approval of Minutes from the Library Board of Trustees Meeting, December 11, 2014

4. Request Approval to Budget Technology Trust Fund

5. Review Monthly Statistical Report

6. ADJOURN UNTIL March 12, 2015, 2:00 p.m., Monthly Board of Trustees Meeting.

- 7. UPCOMING MEETING SCHEDULE.** The Library Board of Trustees Meetings are scheduled the second Thursday of the month at 2:00 PM in the Library Board Room.

<i>Day</i>	<i>Date</i>	<i>Time</i>	<i>Location</i>
Thursday	March 12, 2015	2:00 p.m.	Library Board Room
Thursday	April 12, 2015	2:00 p.m.	Library Board Room
Thursday	May 14, 2015	2:00 p.m.	Library Board Room

TO ADDRESS THE BOARD: The public may address the Library Board of Trustees on any agenda item. Please complete a Speaker's form and give it to the Library Division Coordinator. Submission of Speaker forms prior to the discussion of an item is highly encouraged. Comments are generally limited to 3 minutes.

If you wish to speak concerning an item not on the agenda, you may do so under "Oral Communications." Please complete a Speaker's form as noted above. Note: Depending on the number of requests, comments may be reduced to less than 3 minutes per speaker and limited to a total of 15 minutes. Any remaining speakers will be heard during Oral Communications at the end of the meeting.

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

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



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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.
- At the Library Board of Trustees Meeting. (Please see the Library Division Coordinator.)

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.

ESCONDIDO PUBLIC LIBRARY HOURS:

Monday & Tuesday	10:00 AM – 8:00 PM
Wednesday, Thursday & Friday	10:00 AM – 6:00 PM
Saturday	10:00 AM – 5:00 PM

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

Escondido Public Library Board of Trustees
BOARD MEETING MINUTES
Thursday, December 11, 2014, 4:00 p.m.
Library Board Room

CALL TO ORDER: Trustee Cameron called the meeting to order at 4:00 p.m.

Members Present: James Lund, Elmer Cameron, Mayra Salazar, Mirek Gorny

Members Absent: Gary Knight

Staff Present: Loretta McKinney, Director of Library & Community Services, Cynthia Smith, Deputy City Librarian, Janet Rulien, Recorder.

Loretta McKinney, Director of Library & Community Services, administered the swearing in ceremony for the new Trustee, Mayra Salazar. Trustee Salazar spoke about her background and the Trustees introduced themselves as well.

WRITTEN/ORAL COMMUNICATIONS: None.

APPROVAL OF MINUTES: MSC Lund/Cameron to approve the minutes as written, Vote 4/0.

CURRENT BUSINESS:

Meeting Date and Time: Trustee Cameron polled the Trustees to find out their availability and preference with regard to establishing the Library Board of Trustees monthly meeting day and time. **MSC Lund/Gorny to hold regular Library Board of Trustee meetings on the second Thursday of each month at 2:00 p.m., Vote 3/1 for approval.**

Library Support Group Steering Committee Update: Director McKinney gave an update on recent Library Support Group Steering Committee meetings and the Escondido Library Foundation's planned approach towards fundraising for the Library Expansion Project.

Library Administration held a telephone/online meeting with Group 4 Architect, Research + Planning, Inc. consultants to gather information regarding possible next steps for the Library Expansion Project. As a way to move forward and recalibrate the project, a needs assessment and community poll were recommended. These actions would serve to validate the basis of the conceptual plan and also inform and re-engage the public. The recommendations were shared with the City Manager. A plan will be put in place to conduct the poll and assessment during the first half of 2015.

The Steering Committee is planning a Support Group meeting on Thursday, February 12, 2015 to share information and develop committees to address different aspects of the Library Expansion Project. Library Administration will assist with the meeting and guest speaker arrangements. More details will be provided at the next Board Meeting.

Review/Approve Revised Library Code of Conduct Policy: Deputy City Librarian Smith reviewed the policy revisions outlined in the staff report. The Code of Conduct Policy was discussed. **MSC Gorny/Lund for approval of the Code of Conduct, Vote 4/0.**

Library Monthly Statistical Report: Director McKinney reviewed the statistical report and commented that Literacy Services recently added several new volunteer tutors. They attended Tutor Training and are on board now.

Trustee Lund requested that e-book and e-magazine circulation figures be included in the next report.

Trustee Salazar suggested that staff investigate a way to track WiFi use and report that statistic.

Deputy City Librarian Report: Deputy City Librarian Smith reported that she has been covering the Literacy Services Division while the coordinator position is vacant. Literacy Services is continuing to offer services and programs as normally expected despite the vacancy. We continue to add volunteer tutors, recruit new learners and administer the State Literacy Grant. In addition, the 11th Annual Scrabble-Thon Tournament & Fundraiser is scheduled to take place on Saturday, March 14, 2015 at the First United Methodist Church nearby. The Friends of Literacy Services have been very involved in planning the fundraiser and will assist with the tournament. Recruitment and interviews for a Librarian II to fill the Literacy Services vacancy will take place in December/January. We hope to fill the position by mid-February. This position requires a Master in Library Science.

Director McKinney also announced that Senior Librarian Cindi Bouvier has retired and we will be opening up this position in the near future.

Adjourned: 5:45 p.m.

Respectfully submitted,

Elmer Cameron, Trustee

/jr



LIBRARY BOARD OF TRUSTEES

Agenda Item No. 4

Date: February 19, 2015

TO: Library Board of Trustees
FROM: Loretta McKinney, Director of Library and Community Services
SUBJECT: Request Board Approval to Budget Technology Funds to Increase Library Public High Speed Internet Capacity

Recommendation:

Approve the request to budget \$30,000 for the Technology Trust Fund and support procurement of required hardware and software to increase the Library's bandwidth.

Background:

The *California State Library Broadband Project* will provide public libraries with high-speed Internet access through a statewide, high speed, broadband "backbone." By joining this project, Escondido Public Library's public Internet speed will significantly increase from 50 Mbps to 1 Gbps.

In order to provide this high level of reliable access and increased service, it is necessary to procure new hardware and software equipment to handle the capacity. The cost for the new technology equipment (a firewall and router) is \$50,000.

The California State Library is providing the *California Public Library Broadband Project Grant* to assist libraries with capital costs necessary for required technology equipment. Escondido Public Library will be submitting a \$30,000 grant application to help cover the costs. The grant, only available this fiscal year, will allow the Library to take full advantage of the State Library's initiative and expand its bandwidth under the program.

Because funds from this Grant would partially pay for the required equipment, it is proposed that the Library Technology Trust Fund provide the remaining balance. The Technology Trust Fund currently has a budgeted balance of \$24,954.00. In order to ensure all costs associated with the equipment are covered within the project's prescribed timeline, it is requested that the Board of Trustees approve this request to budget an additional \$30,000 for the Technology Trust Fund to be added to the existing budget. The total amount of funds available to cover the cost will be \$54,954. Funds received from the award of the grant will reimburse the fund, and any unspent funds will remain as budgeted in the Technology Trust account.

The Library Board of Trustees is requested to approve the allocation of \$30,000 to the Technology Fund and support the procurement of necessary hardware and software equipment up to \$50,000 to expand Escondido Public Library's bandwidth to 1Gbps.



LIBRARY BOARD OF TRUSTEES

Agenda Item No. 5

Date: February 19, 2015

TO: Library Board of Trustees
FROM: Loretta McKinney, Director of Library and Community Services
SUBJECT: Escondido Public Library Statistical Report 2014

Recommendation:

Receive the Library's 2014 Statistical Report for information purposes. Copies of this report will be available at the meeting.