

Escondido Public Library Board of Trustees
BOARD MEETING MINUTES
Thursday, July 10, 2014, 2:00 p.m.
Library Board Room

CALL TO ORDER: Trustee Knight called the meeting to order at 2:04 pm.

Members Present: Gary Knight, Mirek Gorny, Virginia Loh-Hagan

Members Absent: Elmer Cameron, James Lund

Staff Present: Loretta McKinney, Director of Library & Community Services, Joanna Axelrod and Viktor Sjoberg, Technical Services, Janet Rulien, Board Secretary

WRITTEN/ORAL COMMUNICATIONS: None.

APPROVAL OF MINUTES FROM SPECIAL MEETINGS JUNE 12, 2014 MEETING: MSC Lund/Gorny to accept both sets of minutes as written, 3/0.

BOARD ADMINISTRATIVE BUSINESS/NEWS: The Board briefly discussed changing the Board meeting days and times. Loh-Hagan said that she would be absent on a regular basis because her working schedule takes her around the United States. McKinney stated that the Council is concerned that all Board and Commission members be available to attend all of the meetings. The question was raised about allowing Trustees to teleconference in to the Meetings. McKinney indicated that this may not be permitted within the City's policy and she would research and provide the correct answer at the next Board meeting. This issue will be brought up in the August 14, 2014 Library Board of Trustees Meeting.

REPORTS FROM AUXILIARY GROUPS: McKinney spoke of the Learner Recognition Reception for literacy learners and said it was a wonderful event.

SIGNIFICANT UPCOMING EVENTS: The Board reviewed upcoming events.

CURRENT BUSINESS:

Integrated Library System (ILS) Software Integration: McKinney introduced Joanna Axelrod, Senior Librarian for Technology and Support Services, and Viktor Sjoberg, Digital Services Librarian. Axelrod described the ILS Project Management Team (PMT) and the Team's responsibilities related to the database installation. Now that the catalog system has been implemented, the PMT is working on resolving residual issues that are common with large software migration projects of this size. Axelrod described some of the new features including the simplicity of the interface and the power of the new search engine which uses "fuzzy logic". Additional enhanced features include the ability for patrons to opt in and save their reading history and a less cumbersome method of putting volume holds on for series items such as a DVD television series. Sjoberg noted that staff can conduct large batch updates and delved into details on the search features of the patron side of the catalog using *Encore*. Discussion ensued about how the transition is progressing with both the staff and the public. Loh-Hagan and Mues made some suggestions, such as putting a FAQ on the new system on the Library's website. Loh-Hagan also suggested a workshop for the public on how to work with the new system.

Library Capital Budget: McKinney reported that all of the Library's Capital Improvement Program Budget (CIP) requests were approved by the City Council. Items approved include funding for circulating materials, funding the Trust Fund budgets, and adding funds to the existing/remaining Conceptual Design budget to begin the design development process for the library's expansion project. Council addressed the matter of not proceeding too fast with the design development process lest the improvements become obsolete with time. McKinney confirmed that it is important for the Library to proceed with the project in order to be prepared for potential State bond grants and acknowledged Council's perspective that the project cannot get too far along before total funding is identified. With regard to future capital funding requests, McKinney noted that the Library is presently completing the ILS system upgrade, which was funded with CIP monies and the goal is to request a new Radio Frequency Identification (RFID) system with an Automated Materials Handling (AMH) system from the City's CIP budget in the next fiscal year.

CITY STAFF COMMUNICATIONS:

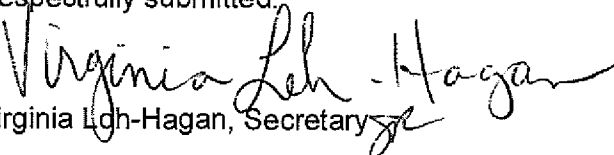
Director of Library & Community Services: The Escondido Library Foundation is preparing to meet with potential donors and there will be a report on the progress of the Foundation presentation at the next meeting.

The Library Support Group workshops summary will also be available at the next Board meeting.

Josephine Jones submitted her resignation and as of this date is no longer representing the Library as Literacy Services Coordinator. Natalie Mason, who was the Department Specialist in Literacy Services also resigned within the last two weeks. A meeting has been scheduled with the State Library to determine the existing literacy program parameters and requirements before a decision is made on how the two positions will be filled. Literacy is a core service provided by the Library and the goal will be to increase the number of adult learners served by the program.

In addition to the ILS migration, Library staff members have been busy providing Summer Reading Club programs for the community.

Respectfully submitted:


Virginia Loh-Hagan, Secretary

/jr