



MEETING AGENDA
Library Board of Trustees
Tuesday, June 12, 2018
2:00 p.m.
Library Board Room

CALL TO ORDER

Roll Call: President Ron Guiles, Trustee Elmer Cameron, Trustee Mirek Gorny, Trustee Gary Knight, Trustee Mayra Salazar

ORAL COMMUNICATIONS

The public may address the Board of Trustees on any item which is not on the agenda at this time, provided the item is within the subject matter jurisdiction of the Library Board of Trustees. (Refer to the last page for instructions.)

APPROVAL OF MINUTES

1. Approval of minutes from the Library Board of Trustees Meeting on May 8, 2018.

CURRENT BUSINESS

2. Revision of update to Internet and Public Computer Use policy
3. Update of Code of Conduct Policy
4. Library Board of Trustees Trust Fund
5. Purchasing pages in book Images of Escondido: an illustrated history
6. Update on Strategic Plan

OTHER REPORTS

Library Director report

ADJOURN

(List of Special Programs and Library Events continue on Page 2)



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Date & Time	Location	Event
Mondays in June & July 11:00 a.m.	Turrentine Room	<i>Rhymes & Reading Storytime</i>
Tuesdays in June & July 3:30 p.m.	Turrentine Room	<i>Knight's Realm Chess Club</i>
Wednesdays in June & July 10:30 a.m.	Turrentine Room	<i>Baby Lapsit Storytime</i>
Thursdays in June & July 10:30 a.m.	Turrentine Room	<i>Toddler Tales Storytime</i>
May 19 10:00 a.m.	Turrentine Room	<i>Fight Fake News</i>
May 21 11:0 a.m.	Turrentine Room	<i>Rhymes and Reading Storytime</i>
May 21 6:00 p.m.	Turrentine Room	<i>San Diego Comic-Con Book Club</i>
May 22 4:00 p.m.	Turrentine Room	<i>Burritos and Book Club: "The Female of the Species" by Mindy McGinnis</i>
May 23 3:30 p.m.	Turrentine Room	<i>Paws for Reading</i>
May 24 2:30 p.m.	Turrentine Room	<i>Read to a Dragon</i>
May 29 5:00 p.m.	Turrentine Room	<i>Local Authors Night</i>
June 2 10:00 a.m.	Turrentine Room	<i>Death Café</i>
June 5 1:00 p.m.	Turrentine Room	<i>Escondido Writers Group</i>
June 9 3:00 p.m.	Turrentine Room	<i>2nd Saturday Concert Series Presents: Courtly Noyse</i>
June 9 11:00 a.m.	Outside Portico	<i>Summer Reading Challenge All-Ages Kickoff Party</i>
June 12 5:30 p.m.	Turrentine Room	<i>Toddler Tales Storytime</i>



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UPCOMING MEETING SCHEDULE

Library Board of Trustees Meetings are scheduled the second Tuesday of the month in the Library Board Room. Meetings begin at 2:00 PM.

<i>Day</i>	<i>Date</i>	<i>Time</i>	<i>Location</i>
Tuesday	July 10, 2018	2:00 p.m.	Library Board Room
Tuesday	August 14, 2018	2:00 p.m.	Library Board Room
Tuesday	September 11, 2018	2:00 p.m.	Library Board Room

ADDRESS THE LIBRARY BOARD OF TRUSTEES

Please complete a *Speaker Form* and hand it to the Library Administrative Coordinator. Submit the *Speaker's Form* prior to Oral Communications or the discussion of an agenda item, including items on the Consent Calendar. Comments are generally limited to 3 minutes. Note: Depending on the number of requests, comments may be reduced to less than 3 minutes per speaker.

Oral Communication: The public may address the Board of Trustees on any item which is not on the agenda during Oral Communications, provided the item is within the subject matter jurisdiction of the Library Board of Trustees. Speakers are limited to only one opportunity to address the Board under Oral Communications. State law prohibits the Library Board from discussing or taking action on such items, but the matter may be referred to the Library Director or scheduled on a subsequent agenda. 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.

Agenda Item: The public may address the Library Board of Trustees on any agenda item, including items on the consent calendar.

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

To address the Board, when called, 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.

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.

Please Turn Off All Cell Phones While the Meeting Is in Session

ESCONDIDO PUBLIC LIBRARY HOURS

Monday - Friday	9:30 a.m. – 7:00 p.m.
Saturday	9:30 a.m. – 6:00 p.m.
Sunday	1 p.m. – 5 p.m.

Escondido Public Library Board of Trustees
Board Meeting Minutes
Tuesday, May 8, 2018, 2:00 p.m.

CALL TO ORDER: President Guiles called the meeting to order at 2:00 p.m.

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

Members Absent: None

LS&S Staff Present: Barbara Howison -- Regional Director; Patricia Crosby – Library Director; Faith McLaughlin – Administrative Coordinator; Monica Barrette – Senior Librarian; Katy Duperry – Senior Librarian; Tom Poure – Marketing and Sales LS&S Riverside

Members of the Public Present: Daphne Fletcher

ORAL COMMUNICATIONS: President Guiles requested that the board vote to approve the minutes from the Special Meeting held on May 1, 2018 in addition to voting on the minutes from the April 19, 2018 meeting.

APPROVAL OF MINUTES:

Agenda Item 1. Approve Minutes from the April 19, 2018 meeting and May 1, 2018 meeting

Motion by Trustee Gorny, seconded by Trustee Salazar to approve the April 19, 2018 minutes as written. Motion carried unanimously.

Motion by Trustee Salazar, seconded by Trustee Knight to approve the May 1, 2018 minutes as written. Motion carried unanimously.

CURRENT BUSINESS:

Agenda Item 2. History of Escondido Book

Trustee Cameron introduced Daphne Fletcher of HPN BOOKS Historical Publishing Network to give a presentation on a book about the history of Escondido and the opportunity for the library to be included in the book by purchasing pages and submitting content.

Agenda Item 3. Update on Internet and Public Use Policy

Senior Librarians Monica Barrette and Katy Duperry presented changes made to the current *Internet and Public Use Policy* and the rationale for those changes. The board reviewed the changes and gave feedback and requested edits. President Guiles requested that the Administrative Coordinator email the board a copy in advance of the board meeting when edits are made to the *Internet and Public Use Policy's* accompanying document, the *Code of Conduct* policy in the near future.

Escondido Public Library Board of Trustees
Board Meeting Minutes
Tuesday, May 8, 2018, 2:00 p.m.

Agenda Item 4. All Staff Day, Friday September 21, 2018

Director Crosby gave information on the regional conference held by LS&S each year for the staff of libraries in California Zone 1 who are managed by LS&S to come together for training and development as well as a chance to network, learn, and exchange information with other libraries. She requested a one-day closure of the library on September 21, 2018.

Motion by President Guiles, seconded by Trustee Cameron to close the library for one day on September 21, 2018. Motion carried unanimously.

Agenda Item 5. Update on Strategic Plan

Director Crosby recapped the progress being made in the process of the Strategic Plan and the number of attendees at the last two meetings. She also reported that a phone survey is to be launched in the very near future as well. President Guiles and Trustee Cameron inquired about anticipated dates for the board to receive the formal Strategic Plan and the estimated date of submitting it to the City Council. Director Crosby explained the expected timeline and process.

OTHER REPORTS:

Director's Report:

- Monthly Statistics of the Library handout and breakdown
- Dad's and Donuts Program re-cap and attendance was over 100 participants.
- A Full Time Children's Librarian has been hired and will start June 15: Kristine Mirate
- A Part Time Library Assistant 2/Archival Assistant has been selected and starts May 15: Jessica Sparks
- The Part Time Security Guard position is still vacant and interviews are taking place to fill it through a temporary staffing agency.

Trustee Knight shared his experience visiting the Toledo, Ohio library the previous month and the services offered there.

Escondido Public Library Board of Trustees
Board Meeting Minutes
Tuesday, May 8, 2018, 2:00 p.m.

Next Meeting: The meeting is scheduled for Tuesday, June 12, 2018 at 2:00 PM.

ADJOURNMENT:

Motion by Trustee Cameron, seconded by Trustee Knight to adjourn the meeting at 3:17 p.m.
Motion carried unanimously.

Ron Guiles, President, Library Board of Trustees/P. Crosby, Director, Escondido Public Library



LIBRARY BOARD OF TRUSTEES

Agenda Item No. 2
Date: June 12, 2018

TO: Library Board of Trustees
FROM: Patricia Crosby, Library Director
SUBJECT: Revision of update to *Internet and Public Computer Use Policy*

Recommendation:

Receive information and vote

Background:

The Library's *Internet and Public Computer Use Policy* needs updating to reflect best practices in libraries for patron access as well as patron and staff security and safety. Senior Librarian of Adult Services, Monica Barrette and Senior Librarian of Technology & Support Services, Katy Duperry will present the revised version of the policy, per the Board's suggestions from the May 2018 Library Board of Trustee's meeting.



LIBRARY BOARD OF TRUSTEES

Agenda Item No. 3
Date: June 12, 2018

TO: Library Board of Trustees
FROM: Patricia Crosby, Library Director
SUBJECT: Update of *Code of Conduct Policy*

Recommendation:

Receive information

Background:

Director Patricia Crosby, Senior Librarian of Technology & Support Services, and Senior Librarian of Adult Services Monica Barrette will present suggested updates to the Library's *Code of Conduct Policy*.



LIBRARY BOARD OF TRUSTEES

Agenda Item No. 4
Date: June 12, 2018

TO: Library Board of Trustees
FROM: Patricia Crosby, Library Director
SUBJECT: Library Board of Trustees Trust Fund

Recommendation:

Receive information

Background:

Discuss and review the Library Board of Trustees Trust Fund.



LIBRARY BOARD OF TRUSTEES

Agenda Item No. 5
Date: June 12, 2018

TO: Library Board of Trustees
FROM: Patricia Crosby, Library Director
SUBJECT: Purchasing pages in book *Images of Escondido: an illustrated history*

Recommendation:

Receive information and vote

Background:

The Library Board of Trustees heard, at the May Board meeting, a presentation by Daphne Fletcher, photojournalist and managing editor of HPN Books Historical Publishing Network. She requested the Board consider purchasing pages in her company's Escondido history book, *Images of Escondido: an illustrated history*, written by Robin Fox of the Escondido History Center. The Board decided to vote on whether to purchase pages using the Board's Trust Fund at the June Board of Trustees meeting.



LIBRARY BOARD OF TRUSTEES

Agenda Item No. 6
Date: June 12, 2018

TO: Library Board of Trustees
FROM: Patricia Crosby, Library Director
SUBJECT: Update on Strategic Plan

Recommendation:

Receive information

Background:

Director Patricia Crosby will give an update on the Strategic Plan.