



MEETING AGENDA
Library Board of Trustees
Tuesday, August 14, 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, Secretary 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.

APPROVAL OF MINUTES

1. Approval of minutes from the Library Board of Trustees Meeting on July 17, 2018.

CURRENT BUSINESS

2. Staff Introductions
3. Board of Trustees' Attendance
4. Change of Monthly Meeting Day and Time
5. Library Board of Trustees Trust Fund
6. Revision of *Internet and Public Computer Use Policy*
7. Revision of *Code of Conduct Policy*
8. Strategic Plan Implementation

OTHER REPORTS

Library Director report

ADJOURN



MEETING AGENDA
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Escondido Public Library
August 2018 Event Calendar

SUNDAY 1:00–5:00 p.m.	MONDAY 9:30 a.m.–7:00 p.m.	TUESDAY 9:30 a.m.–7:00 p.m.	WEDNESDAY 9:30 a.m.–7:00 p.m.	THURSDAY 9:30 a.m.–7:00 p.m.	FRIDAY 9:30 a.m.–7:00 p.m.	SATURDAY 9:30 a.m.–6:00 p.m.
			1 Baby Lapsit 10:30–11:30 a.m. Pre-walkers	2	3 Kids! San Diego Poetry Annual Summer Workshop 11:00 a.m.–12:00 p.m. Ages 6–12	4 Adult Crafts: Scrapbooking 10:30 a.m.–12:00 p.m. Adults
5	6 Rhymes & Reading Storytime 11:00–11:30 a.m. Ages 4–5 Knights Realm Chess Club 3:30–5:30 p.m. Ages 6–12	7 Escondido Writers Group 1:00–4:00 p.m. Adults	8 Paws For Reading 3:30–4:30 p.m. Ages 5–12	9 Read to a Dragon 2:30–4:00 p.m. Ages 5–12 Safe Space Escondido 4:15–5:45 p.m. Ages 12–17	10	11 Road Scholar 11:00 a.m.–12:00 p.m. Adults
12	13 Baby Storytime at SDCDM 11:00–11:30 a.m. Pre-walkers–3 years Rhymes & Reading Storytime 11:00–11:30 a.m. Ages 4–5 Knights Realm Chess Club 3:30–5:30 p.m. Ages 6–12	14 Library Board of Trustees Meeting 2:00–4:00 p.m. 2nd Tuesday Book Club <i>The Accomplished</i> Guest by Ann Beattie 5:30–6:45 p.m. Adults Virtual Reality @ the Library 5:00–6:30 p.m. Ages 13+	15	16	17	18
19	20 Rhymes & Reading Storytime 11:00–11:30 a.m. Ages 4–5 Knights Realm Chess Club 3:30–5:30 p.m. Ages 6–12	21	22 Paws For Reading 3:30–4:30 p.m. Ages 5–12	23 Read to a Dragon 2:30–4:00 p.m. Ages 5–12	24	25 Rincón Literario Bilingual Book Club <i>The Whistler / El Soborno</i> by John Grisham 10:30–11:45 a.m. Adults
26	27 Baby Storytime at SDCDM 11:00–11:30 a.m. Pre-walkers–3 years Rhymes & Reading Storytime 11:00–11:30 a.m. Ages 4–5 Knights Realm Chess Club 3:30–5:30 p.m. Ages 6–12	28 Virtual Reality @ the Library 5:00–6:30 p.m. Ages 13+	29	30	31 ½ Price Sale in the Friends Bookshop!	



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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	September 11, 2018	2:00 p.m.	Library Board Room
Tuesday	October 9, 2018	2:00 p.m.	Library Board Room
Tuesday	November 13, 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.



**MEETING AGENDA
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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, July 17, 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, Trustees Elmer Cameron, Mirek Gorny, Gary Knight and Mayra Salazar.

Members Absent: None

LS&S Staff Present: Patricia Crosby – Library Director; Faith McLaughlin – Administrative Coordinator, Barbara Howison – Regional Director, Debbie Joy, Marketing Analyst and Tom Poure – Marketing and Sales LS&S Riverside

ORAL COMMUNICATIONS:

Gayle Powers told of her experiences and opinion of the library.

APPROVAL OF MINUTES:

Agenda Item 1. Approve Minutes from the September 27, 2017 meeting, May 8, 2018 meeting and June 12, 2018 meeting

Motion by Trustee Cameron, seconded by Secretary Salazar to approve the September 27, 2017 minutes as written. Motion carried unanimously.

Motion by Trustee Knight, seconded by Secretary Salazar to approve the May 8, 2018 minutes as written. Motion carried unanimously.

Motion by Trustee Cameron, seconded by Trustee Knight to approve the June 12, 2018 minutes as written. Motion carried unanimously.

CURRENT BUSINESS:

Agenda Item 2. Discuss and Approve Strategic Plan

Debbie Joy presented the Strategic Plan and answered questions relating to the information within it. Trustees were complimentary of the document itself, the statistics gathered, and the effort that went into engaging the community. They had no changes. Trustees Cameron and Salazar initiated discussion around the need for a specific plan of action. Director Crosby will provide a working document to structure the individual objectives, strategies, timelines, and owners to bring to future Board meetings where the Trustees will direct staff on priorities.

**Escondido Public Library Board of Trustees
Board Meeting Minutes
Tuesday, July 17, 2018, 2:00 p.m.**

Virginia Abushanab stated that she agreed with Trustee Cameron's statements regarding the need for specific information on implementation.

Patricia Borchmann voiced concerns over the methodology used in the survey within the Strategic Plan.

Trustee Knight motioned to approve the Strategic Plan as presented, Secretary Salazar seconded the motion. The motion carried unanimously.

Agenda Item 3. Purchasing pages in book Images of Escondido: an illustrated history

Trustees discussed the fact that the Trust Account is a diminishing fund with no means for replenishment unlike the funds managed by the Friends of the Library and the Escondido Library Foundation who are better equipped to participate.

Trustee Knight motioned to decline participation in purchasing pages in the book, seconded by Secretary Salazar. Motion carried by 4 votes to approve and 1 vote against.

OTHER REPORTS:

Director's Report:

- Monthly and Annual Statistics of the Library handout and breakdown (attached)
- Summer Reading Challenge progress
- Staffing Updates: Kristine Mirate started in mid-June. Temporary employees Africa Smith and Chris Calderon have been offered full time positions with LS&S. Security guard Lucio Rico is doing well and will be the only temporary staff through MuniTemps, assuming that Africa and Chris accept their employment offers.

A request was made by Trustee Gorny to add an agenda item at the next meeting to discuss and vote on changing the monthly board meetings from Tuesday to Thursday.

Next Meeting: The meeting is scheduled for Tuesday, August 14, 2018 at 2:00 PM.

ADJOURNMENT: Motion by Trustee Cameron, seconded by Secretary Salazar to adjourn the meeting at 3:15 p.m. Motion carried unanimously.

**Escondido Public Library Board of Trustees
Board Meeting Minutes
Tuesday, July 17, 2018, 2:00 p.m.**

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



Library Board of Trustees

Agenda Item No. 2
Date: August 14, 2018

TO: Library Board of Trustees
FROM: Patricia Crosby, Library Director
SUBJECT: Staff Introductions

Recommendation:

Receive information

Background:

Patricia Crosby, Library Director, will introduce new full-time Children's Librarian, Kristine Mirate and part-time Library Associate in the Pioneer Room, Jessica Sparks. Kristine and Jessica will speak on their educational and professional backgrounds and their roles and responsibilities at the Escondido Public Library.



Library Board of Trustees

Agenda Item No. 3
Date: August 14, 2018

TO: Library Board of Trustees
FROM: Ron Guiles, Library Board of Trustees President
SUBJECT: Board of Trustees' Attendance

Recommendation:

Receive information and vote

Background:

The Library Board of Trustees will discuss Board attendance and vote on the possibility of an amendment in the by-laws regarding this.



Library Board of Trustees

Agenda Item No. 4
Date: August 14, 2018

TO: Library Board of Trustees
FROM: Mirek Gorny, Trustee
SUBJECT: Change of Monthly Meeting Day and Time

Recommendation:

Receive information and vote

Background:

The Board will discuss and vote on the request put forward in the July Trustees' meeting of changing the monthly meeting day from Tuesday to Thursday and possibly changing the time of the meeting.



Library Board of Trustees

Agenda Item No. 5
Date: August 14, 2018

TO: Library Board of Trustees
FROM: Joanna Axelrod, City of Escondido Director of Communications & Community Services
SUBJECT: Library Board of Trustees Trust Fund

Recommendation:

Receive information

Background:

Joanna Axelrod and Christina Holmes, City of Escondido Revenue Manager, will present information about the Trust Fund.



Library Board of Trustees

Agenda Item No. 6
Date: August 14, 2018

TO: Library Board of Trustees
FROM: Patricia Crosby, Library Director and Joanna Axelrod, City of Escondido
Director of Communications & Community Services
SUBJECT: Revision of *Internet and Public Computer Use Policy*

Recommendation:

Receive information and vote

Background:

The Library's *Internet and Public Computer Use Policy* was in need of updating. Proposed revisions were presented by library staff to the Library Board of Trustees in May 2018 and then taken to the City of Escondido's attorneys for further revisions. The Library Board of Trustees will be presented revisions to this policy.



Library Board of Trustees

Agenda Item No. 7
Date: August 14, 2018

TO: Library Board of Trustees
FROM: Patricia Crosby, Library Director and Joanna Axelrod, City of Escondido
Director of Communications & Community Services
SUBJECT: Revision of *Code of Conduct Policy*

Recommendation:

Receive information and vote

Background:

The Library's *Code of Conduct Policy* was in need of updating. Proposed revisions were presented by library staff to the Library Board of Trustees in May 2018 and then taken to the City of Escondido's attorneys for further revisions. The Library Board of Trustees will be presented revisions to this policy.



Library Board of Trustees

Agenda Item No. 8
Date: August 14, 2018

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

Recommendation:

Provide direction

Background:

Prioritizing goals and objectives as well as creating a timeline for implementation of these Strategic Plan initiatives will be discussed.

DIRECTOR'S REPORT
MONTHLY STATISTICAL COMPARISON REPORT 2017-2018

CIRCULATION		July 2018	Jun 2018	May 2018	July 2017	Jun 2017	May 2017
By Format:	Print	32,027	30,901	24,964	35,097	31,790	27,061
	Media	9,289	9,031	8,337	11,614	10,461	10,315
	eBooks & eAudiobooks	2,411	2,321	2,163	2,467	2,491	2,397
	eMagazines	403	243	241	194	230	286
	Electronic Devices (Equipment)	125	130	114	290	270	331
	Museum Passes	97	77	103	75	95	94
	Total Circulation	44,352	42,703	35,922	49,737	45,337	40,484
	Holds Filled	2,063	2,158	2,155	2,701	2,576	2,524
♦ Self Checkout Circulation	# Patrons Served	4,049	4,195	3,123	6,052	5,675	4,636
	# Items Circulated	23,824	23,586	17,031	31,915	29,198	24,234
	Percent of Total Circulation	57.7%	59.1%	51.1%	68.3%	69.1%	64.8%
PATRONS	Total Patrons	62,680	62,560	62,675	61,193	61,026	60,852
	Total Active Patrons as of July 5	43,227	22,526	44,047	24,328	24,329	22,004
	Percent Active	69.0%	70.4%	35.9%	39.8%	39.9%	36.2%
PC USE	Chromebook Sessions	111	123	111	280	218	316
	Total PC users (adult, incl. parents)	4,450	4,441	4,425	4,302	4,058	4,371
	Total PC users (teens)	127	188	127	204	178	139
	Total PC users (kids)	737	766	534	999	777	572
	Total Wireless Sessions	14,339	13,088	12,424	13,386	12,234	12,146
PROGRAMS	Total Programs	36	34	26	27	19	19
	Total Program Attendance	2,384	2,019	835	1,544	1,436	479
	Total Outreach/Tours	0	5	23	1	8	7
	Total Outreach/Tour Attendance	0	137	1,237	25	1,336	241
VISITS	Total Door Count	38,424	38,694	32,060	37,126	34,124	36,160
	Total Door Count: Daily Avg.	1,281	1,290	1,069	1,485	1,312	1,391
VIRTUAL	Website and Catalog Sessions	29,667	29,702	26,126	27,280	25,811	23,995
VOLUNTEERS	Total Volunteers	236	209	205	210	213	213
	Total Volunteer Hours	3,212	2,238	2,310	2,391	2,407	2,252