

The Brown Act provides an opportunity for members of the public to directly address the Library Board of Trustees. If you wish to speak regarding an agenda item on the agenda or an item not on the agenda, please submit a digital request to speak form at the following link: [In Person Public Comment - City of Escondido](#) or fill out a physical request to speak form and provide it to the clerk.

To submit comments in writing, please do so at the following link: <https://www.escondido.org/public-comment-form>. All comments received from the public will be made a part of the record of the meeting.

CALL TO ORDER

Roll Call: President Carolyn Clemens, Secretary Virginia Bunnell, Trustee John Schwab, Trustee Mirek Gorny, Trustee Ron Guiles

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 December 8, 2022.

CURRENT BUSINESS

2. Strategic Plan Goals Section 1: Community Hub/Cultural Connector
3. Review of By-laws
4. February 2023 City Council Presentation

OTHER REPORTS

- Statistics Report
- Library Director's Report
- Trustee Library Use Report

ADJOURN

UPCOMING MEETING SCHEDULE

Library Board of Trustees Meetings are scheduled the second Thursday of the month in the City Council Chambers, City Hall. Meetings begin at 2:00 PM.

<i>Day</i>	<i>Date</i>	<i>Time</i>	<i>Location</i>
Thursday	February 9, 2023	2:00 p.m.	City Council Chambers
Thursday	March 9, 2023	2:00 p.m.	City Council Chambers
Thursday	April 6, 2023	11:00 a.m.	City Council Chambers

AGENDA, STAFF REPORTS, AND BACK-UP MATERIALS ARE AVAILABLE:

- Online at <https://www.escondido.org/LBT-agendas>
- In the City Clerk's Office at City Hall.

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.

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

ESCONDIDO PUBLIC LIBRARY HOURS

Monday 9:00 a.m. to 6:00 p.m.

Tuesday- Thursday 9:00 a.m. to 8:00 pm

Friday & Saturday 9:00 a.m. to 6:00 p.m.

For information about programs and resources, please visit <https://library.escondido.org/>

DECEMBER 8, 2022 MEETING MINUTES

CALL TO ORDER: 2:00 p.m.

Trustees Present: President Carolyn Clemens, Trustee Mirek Gorny, Trustee John Schwab, Secretary Virginia Bunnell and Trustee Ron Giles

LS&S Staff Present: Dara Bradds, Library Director; Katy Duperry, Assistant Library Director

City Staff Present: Zack Beck, City Clerk

ORAL COMMUNICATIONS

None.

APPROVAL OF MINUTES

1. Approval of Minutes from the Library Board of Trustees Meeting on November 10, 2022

Motion: Guiles

Second: Schwab

Approved: 5-0

CURRENT BUSINESS

2. Decide Dates and Times for Special 2023 Meetings

Motion January 12, April 6, July 13 and October 12 at 11:00 a.m.: Clemens

Second: Schwab

Approved: 5-0

3. Job Readiness Room Update

Dara Bradds presented an update job readiness.

4. Topics for February 2023 City Council Presentation

President Clemens will present the introduction, accomplishments, strategic plan and vision of the Library Board at the February 15, 2023 City Council Meeting.

5. Review Bylaws

Zack Beck will research the feasibility of moving Library Board meetings to a later time and report back at the next Library Board Meeting.

Zack Beck will examine the bylaws and come back with Brown-Act compliant proposals.

6. Strategic Plan Goals Section 4: Resilience

No action required.



OTHER REPORTS

Statistics Report

Library Director's Report

Trustee Library Use Report

Trustee Bunnell - Attended the Valle Folklorico event at the Library.

Trustee Guiles – Toured the Pioneer Room.

Trustee Schwab – Expressed appreciation for the new Library Link Plus system.

Trustee Gorny – Complimented Library Staff for putting on a variety of great events.

President Clemens – Encouraged that families are patronizing the Friends of Library Book Store.

ADJOURNMENT

President Clemens adjourned the meeting at 2:55 p.m.

PRESIDENT

CITY CLERK



Agenda Item No.2
 Date: January 12, 2023

TO: Library Board of Trustees
FROM: Dara Bradds, Library Director
SUBJECT: Strategic Plan Goals Section 1: Community Hub/Cultural Connector

Recommendation:

Receive Information

Background:

1) COMMUNITY HUB/CULTURAL CONNECTOR			
Goal Statement: EPL will provide experiences that bring the community together, embrace the diversity of a dynamic and growing community, and be a hub for local information.			
Strategy	Objective	Timeline	Status
Leverage partnerships for visibility.	Create mutual value by supporting goals of four partner organizations while marketing EPL on partner websites and social media.	FY 2023–2027	MAGEC, SDCM
	Increase EPL visibility by Library staff presenting at community events (city council meetings, local community service organizations, etc.) four times annually.	FY 2023–2027	Rotary (Oct), City Council (Feb)
	Build new partnerships by reaching out to one new community focused organization quarterly and inviting them to offer programs in the Library	FY 2024–2027	Meditation, Law Library
Act as a local information hub	Position Library and website as center for community	FY 2024–2027	Working with the client as IT considers updates
Embrace diverse cultures.	Expand multicultural marketing efforts by researching most effective channels for specific communities and execute three campaigns annually.	FY 2023–2027	Innovation Lab Grant round 2
	Showcase Escondido diversity across age, gender, culture, race, orientation, or ethnicity by offering timely and relevant cultural events, resources and services. Offer one cultural celebration each year.	FY 2023–2027	Persian New Year



MEETING AGENDA
Library Board of Trustees
*****Special Meeting*****
Thursday, January 12, 2023
11:00 a.m.
City Council Chambers

Agenda Item No.3

Date: January 12, 2023

TO: Library Board of Trustees
FROM: Carolyn Clemens, Library Board of Trustees President
SUBJECT: Revising the Library Board By-laws

Recommendation:

Receive Information

Background:

The by-laws governing the Library Board of Trustees were last updated in 2018 so the trustees are revising the by-laws to reflect changes in the past five years. The current version of the bylaws can be found on the library's website: <https://library.escondido.org/Data/Sites/2/media/PDF/LBOT%20By%20Laws%20Signed%203.2019.pdf>

ESCONDIDO LIBRARY BOARD OF TRUSTEES BYLAWS

ARTICLE I. NAME AND AUTHORITY

The name of this body shall be the Escondido Public Library Board of Trustees. Authority for the existence, composition, powers and duties of the Escondido Public Library Board of Trustees resides in the State of California Education Code, Title 1, Division 1, Part 11, Chapter 5, Sections 18900-18965.

ARTICLE II. MISSION AND PURPOSE

The primary mission of the Escondido Public Library Board of Trustees is to be vocal and energetic advocates for the essential services that the Escondido Public Library provides to our community and to give sound and timely advice and counsel to the Escondido City Council, **Library Director and Community Services Director** on the development of plans, policies and programs that are responsive to community needs and desires. Areas of focus include:

- Reviewing and approving policies and fees recommended by staff;
- Recommending long-range plans regarding facilities, staff and programs;
- Evaluating community desires and needs for library services;
- Reviewing customer concerns and suggestions;
- Generating public support and participation in library programs; and
- Determining expenditures of library trust funds.

ARTICLE III. BOARD OF TRUSTEES

Section 3.1 Appointment of the Trustees:

The Escondido Public Library shall be overseen by a Board of Library Trustees, consisting of five members, to be appointed by the Mayor of the City of Escondido, with the consent of the City Council. Appointees must reside or work within the General Plan area of the City of Escondido.

Section 3.2 Term of Office:

The Trustees shall hold office for three years. Rotations of terms is such that one of their number shall go out of office at the end of the one fiscal year, two at the end of one year thereafter, and two at the end of two years thereafter Section

3.3 Vacancies:

Vacancies shall be filled by appointment for the unexpired term in the same manner as the original appointments are made.

Section 3.4 Compensation:

All Board members shall serve without compensation, except for the reimbursement of expenses related either to the business of the Board or to the training of members.

ARTICLE IV. MEETINGS

Section 4.1 Monthly Meetings:



The Library Board of Trustees shall meet on the second Thursday of each month at 2:00 p.m. in the City Council Chambers, City Hall, 201 N. Broadway, Escondido, California, or at a time determined by three members of the Board.

Section 4.2 Special Meetings:

Special meetings may be called at any time by three Trustees, by written notice served upon each member at least 72 hours before the time specified for the proposed meeting. Special meetings must be noticed to the public at least 72 hours before the meeting time, as required by the Ralph M. Brown Act.

Section 4.3 Meetings Open to the Public:

All meetings, including subcommittees, task force, ad hoc committee, etc., of the Library Board of Trustees shall be open to the public and the agenda noticed a minimum of 72 hours prior to the meeting date, as required by the Ralph M. Brown Act. All Board meetings shall have provision for public input.

Section 4.4 Quorum:

Three members of the Board shall constitute a quorum for the transaction of business.

Section 4.5 President and Secretary:

The Board shall elect one of its number President and one as Secretary, who shall serve for one year and until their successors are elected. Election of the two officers shall take place at the May meeting.

Section 4.5.1. Duties of the President and Secretary:

The President shall preside at meetings and may appoint members to special committees. The **President** shall certify Board minutes. The **Secretary** shall preside at meetings in absence of the President.

Section 4.6 Agenda:

The agenda for Board meetings is set by **the Board with input from the Library Director and the Community Services Director**. Any Board member may request that an item be placed on the agenda; such requests shall be made to the **Library Director**. The Library Director will review the proposed agenda with the President of the Board at least one week before the meeting date.

Section 4.7 Record of Proceedings:

The Board shall cause a proper record of its proceedings to be kept and shall send a certified copy of the approved minutes of each meeting to the City Clerk of the City of Escondido.

Section 4.8 Parliamentary Procedure:

The current edition of Robert's Rules of Order, when not in conflict with these Bylaws, shall govern the proceedings of the Board.

Section 4.9 Attendance:

Failure of Trustees to regularly attend meetings often results in inefficient and nonproductive meetings for other Trustees, library staff and the public. As a result, each Trustee shall affirm his or her personal appearance at the next upcoming meeting to the Library Director or his/her designee no later than 48 hours before the time set to start the meeting.

The Library Director shall provide reasonable and convenient means for the Trustee's notice of attendance and if necessary, make the necessary accommodations for a remote appearance by the Trustee as per Government Code section 54953 (b) (1). The Library Director shall provide notice to the full Board of the expected attendance and/or absence of all Trustees.

A Trustee's failure or refusal to either affirm attendance as required, or without prior notice and reasonable excuse for the absence to attend 4 regularly scheduled meetings in a calendar year and/or 3 consecutive regularly scheduled meetings in a row, shall be deemed a Proposed Resignation from the Board. This attendance rule does not apply to Special Meetings.

The Board shall then agendaize for discussion at its next regularly scheduled meeting the following month, the Trustee's attendance issue and Proposed Resignation and vote to either accept or reject the Proposed Resignation. The Trustee shall have a full opportunity to explain the circumstances giving rise to the past pattern of attendance and Proposed Resignation and seek an excuse from the attendance requirements set forth in these Bylaws. The Board has discretion to establish relief from the attendance requirements as it deems appropriate.

A vote to accept a Proposed Resignation removing a Trustee shall only pass with a unanimous vote of the remaining Trustees. An accepted resignation from the Board will constitute a vacancy, which shall be filled pursuant to Section 3.3 of these Bylaws.

ARTICLE V. POWERS AND DUTIES OF THE BOARD

Section 5.1 Administration of Trusts and Disposal of Property:

The Library Board of Trustees may administer any trust declared or created for the Library, and receive by gift, devise, or bequest and hold in trust or otherwise, property situated in this State or elsewhere, and where not otherwise provided, dispose of the property for the benefit of the library.

Section 5.2 Purchases Made on Behalf of the Board:

The Library Board of Trustees may purchase necessary books, journals, publications, and other personal property, which provides information or assistance to execute the functions of their positions as Library Trustees, using Library Trust funds, with approval of a majority of the Board. When not in use, these materials will remain accessible to the Trustees.

Section 5.3 Purchase of Real Property, and Erection of Rental and Equipment of Buildings or Rooms:

The Library Board of Trustees may purchase real property, and erect or rent and equip, such buildings or rooms, as may be necessary, when in its judgment a suitable building, or portion thereof, has not been provided by the legislative body of the municipality for the library.

Section 5.4 Interlibrary and non-resident loans.

The Library Board of Trustees may borrow books from, lend books to, and exchange books with other libraries, and may allow nonresidents to borrow books upon such conditions as the Board may prescribe.

Section 5.5 Incidental Powers of Board:

The Library Board of Trustees may do and perform any and all other acts and things necessary or proper to carry out their duties.

Section 5.6 Annual Report:

The Library Board of Trustees with the assistance of the **Library Director and the Community Services Director** shall, on or before August 31st, in each year, report to the legislative body of the municipality and to the State Librarian on the condition of the Library, for the year ending the 30th day of June preceding. The reports shall, in addition to other matters deemed expedient by the **Board of Trustees, Library Director or the Community Services Director**, contain such statistical and other information as is deemed desirable by the State Librarian.

ARTICLE VI. SUPPORT OF THE ESCONDIDO PUBLIC LIBRARY

Section 6.1 Disposition of Gifts and Bequests:

All money acquired by gift, devise, bequest, or otherwise, for the purposes of the Library, shall be apportioned to a fund to be designated the Library Trust Fund, and shall be held in the City's Capital Improvement Program fund until allocated into the Library's Capital Improvement Program budget by City Council action. The expenditure of the allocated funds will be determined by the **Library Director and Community Services Director**, with the Board of Trustees' approval to the purposes authorized in these Bylaws.

Section 6.2 Gifts and bequests that may not be paid into Library Trust Fund.

If payment into the treasury is inconsistent with the conditions or terms of any gift, devise, or bequest, the Board shall provide for the safety and preservation of the fund, and the application thereof to the use of the library, in accordance with the terms and conditions of the gift, devise, or bequest.

ARTICLE VII. GOVERNANCE OF THE LIBRARY

Section 7.1 Library Free to Inhabitants and Taxpayers:

The Escondido Public Library shall be forever free to the inhabitants and nonresident taxpayers of the state of California, subject always to such rules, regulations, and Bylaws as may be made by the Library Board of Trustees. Any person who violates any rule, regulations, or Bylaw may be fined or excluded from the privileges of the library.

Section 7.2 Contracting with Other Municipalities or County.

The Library Board of Trustees and the legislative body of any neighboring municipality or the Board of Supervisors of the county in which the Escondido Public Library is situated, may contract for lending the books of the Library to residents of the county or neighboring municipality, upon a reasonable compensation to be paid by the county or neighboring municipality.

Section 7.3 Title to Property:

The title to all property acquired for the purposes of the Escondido Public Library, when not inconsistent with the terms of its acquisition, or otherwise designated, vests in the municipality in which the Library is situated, and in the name of the municipal corporation may be sued for and defended by action at law or otherwise.

Section 7.4 Rules, Regulations and Bylaws:

The Library Board of Trustees may make and enforce all rules, regulations, and Bylaws necessary for the administration, government, and protection of the Escondido Public Library and any or all of its branches/extensions (when appropriate) under its management, and all property belonging thereto.

ARTICLE VIII. AMENDMENTS TO THE BYLAWS

Section 8.1 Amendments to the Bylaws:

Amendments to these Bylaws may be made at any meeting of the Board by a majority vote of the total Board membership, or 3 votes, after notification in writing to each member at least two weeks before the meeting at which the voting is to take place. Amendments may not conflict with state law regarding library governance in general law cities.

Adopted by the Escondido Public Library Board of Trustees on March 9, 2000; revised November 8, 2007; revised August 6, 2015; revised January 14, 2016, revised April 19, 2018, revised August 14, 2018, revised September 13, 2018, revised March 14, 2019, revised January 12, 2023;

Carolyn Clemens

President, Library Board of Trustees



MEETING AGENDA
Library Board of Trustees
*****Special Meeting*****
Thursday, January 12, 2023
11:00 a.m.
City Council Chambers

Agenda Item No.3

Date: January 12, 2023

TO: Library Board of Trustees
FROM: Carolyn Clemens, Library Board of Trustees President
SUBJECT: February 2023 City Council Presentation

Recommendation:

Receive Information

Background:

On Wednesday, February 15, the Library Board of Trustees will give a presentation at the City of Escondido City Council Meeting. The Board will put together a 10-minute presentation with a slide deck. The Board will review the plans for this presentation.

Monthly Library Board of Trustees Statistics		November 2022	October 2022	September 2022
CIRCULATION:	Physical Materials (Books, media, museum passes, laptops)	34,950	38,079	38,068
	eMaterial (includes eBooks and eAudiobooks- OverDrive, CloudLibrary, Biblioboard, eMagazines (Flipster), and Hoopla digital media.	6,535	6,929	6,553
	Total Circulation	41,485	45,008	44,621
	Holds Satisfied	2,234	2,183	2,217
INTER-LIBRARY LOANS:	ILLs Checked Out	5	0	4
	Link+ Items Borrowed (EPL patrons)	122	13	
	Link+ Items Lent (to patrons at other libraries)	270	91	
POPULATION & BORROWERS:	Total Registered Borrowers	79,312	78,819	78,178
REFERENCE QUESTIONS:	Total Reference Transactions	5,264	6,052	5,276
LIBRARY SERVICES:	Public Service Hours	230	258	233
	Library Visits	19,679	20,339	19,198
ELECTRONIC SERVICES:	Users of Public Internet Computers	1,755	2,090	1,953
	Wireless Sessions	25,110	30,722	28,650
	Number of Website Visits (website+catalog)	15,839	17,026	16,699
VOLUNTEERS:	Total Volunteers	137	140	135
	Total Volunteer Hours	1,433	1,555	1,527
PROGRAMS:	# of live, in-person programs	46	63	46
	Live, in-person attendance	1090	1734	1600
	# of live, virtual programs	0	0	1
	Live, virtual program attendance	0	0	34
	# of pre-recorded programs	0	0	0
	# of views of recorded program content	0	0	0
	# of live, off site programs (outreach)	2	5	4
	Live, off site program (outreach) attendance	190	792	376
	# of take home kits given out	80	80	20

Director's Report

In December, the Adult Services Department hosted a 2nd Saturday Concert with 26 people in attendance, as well as a Meet the Author/book launch event for Pete Peterson, founder of Escondido Writers Group and local author, with 19 attendees.

Youth Services kicked off the holiday season with its annual family tree-trimming event, which generated 70 attendees. They also presented Around the World in Many Ways: Tradición Mexicana USA to entertain and educate with a series of dances and the traditions behind them with 140 attendees. This project was made possible with support from California Humanities, a non-profit partner of the National Endowment for the Humanities

Heidi Dolamore has had to move her LS&S presentation for the EPL Board of Trustees to April due to scheduling conflicts.