



AGENDA
Library Board of Trustees
Tuesday, February 9, 2016
2:00 p.m.
Library Board Room

CALL TO ORDER

Roll Call: Trustee Elmer Cameron, Trustee Ron Guiles, 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 January 14, 2016.

CURRENT BUSINESS

2. Staff Introduction: John Donel, Senior Librarian of Technology & Support Services
3. Update on the Library Expansion Project

OTHER REPORTS

4. Director of Library and Community Services and Assistant City Librarian

ADJOURN

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



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SPECIAL PROGRAMS AND LIBRARY EVENTS

| Date & Time | Location | Event |
|---------------------------|-----------------------|--|
| February 11 10:00 a.m. | Library Patio | <i>Love Your Heart</i> Blood Pressure Screening |
| February 12 11:00 a.m. | Turrentine Room | <i>New Year, New You: Feldenkrais – Discover Natural Pain Relief</i> |
| February 13 3:00 p.m. | Turrentine Room | <i>2nd Saturday Concert Series Presents MohaviSoul</i> |
| February 15 11:00 a.m. | All Library Locations | <i>Closed for President's Day</i> |
| February 27 10:00 a.m. | Turrentine Room | <i>Rincon Literario Bilingual Book Club - El amante japonés/The Japanese Lover by Isabel Allende</i> |
| March 4 3:30 p.m. | Turrentine Room | <i>R.E.A.D. Middle Grade Book Club - One Crazy Summer by Rita Williams-Garcia</i> |
| March 8 6:00 p.m. | Turrentine Room | <i>2nd Tuesday Book Club - The Red Lily Crown: A Novel of Medici Florence by Elizabeth Loupas</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 | March 8, 2016 | 2:00 p.m. | Library Board Room |
| Tuesday | April 12, 2016 | 2:00 p.m. | Library Board Room |
| Tuesday | May 10, 2016 | 2:00 p.m. | Library Board Room |

ADDRESS THE LIBRARY BOARD OF TRUSTEES

Please complete a *Speaker Form* and hand it to the Library Division 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 Director of Library and Community Services/staff or scheduled on a subsequent agenda.

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 Division 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 & Tuesday | 10:00 a.m. – 8:00 p.m. |
| Wednesday, Thursday & Friday | 10:00 a.m. – 6:00 p.m. |
| Saturday | 10:00 a.m. – 5:00 p.m. |

**Escondido Public library Board of Trustees
BOARD MEETING MINUTES
Thursday, January 14, 2016, 2:00 p.m.
Library Board Room**

CALL TO ORDER: Trustee Gorny called the meeting to order at 2:01 p.m.

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

Members Absent: None

Staff Present: Loretta McKinney, Director of Library & Community Services; Cynthia Smith, Assistant Library Director; Joanna Axelrod, Principal Librarian; Misty Brey Meyer, Division Coordinator; Lalitha Nataraj, Librarian II – Literacy Services

Written/Oral Communications: None

Agenda Item #1: Approval of minutes: December 10, 2015 meeting

Motion by Trustee Knight and seconded by Trustee Salazar to approve the minutes as written. Motion carried unanimously.

Current business

Item #2: Staff Introduction: Lalitha Nataraj, Literacy Services Librarian

Assistant Library Director Smith introduced and welcomed Lalitha Nataraj, Literacy Services Librarian. Ms. Nataraj has been in her current role since January 2015 and leads the Literacy Services program under the direction of Assistant Library Director Smith. Ms. Nataraj presented information on the services provided by Literacy to English-speaking adult learners, including customized one-on-one tutoring and small group reading, writing and math classes provided by volunteers. Ms. Nataraj shared three promotional brochures which were recently produced by Literacy Services. Two of the brochures are intended to attract learners and volunteers, and the third is an informational brochure for the *12th Annual Scrabble-Thon Tournament & Fundraiser*, to be held on Saturday, March 12th at the Park Avenue Community Center.

A Literacy Services Open House will be held in the Literacy Learning Center on Thursday, February 11, 2016, from 3:00 – 6:00 p.m. The Open House provides an opportunity to tour the facility where Literacy classes and programs are conducted. Attendees will have an opportunity to interact with learners and tutors, staff, and the Friends of Literacy Services. Learning resources will also be on display.

Item #3: Library Board of Trustees Meeting Schedule

Trustee Salazar requested that the Board discuss changing the meeting time or day/time because of scheduling conflicts.

Motion by Trustee Salazar and seconded by Trustee Cameron to change the Escondido Public Library Board of Trustees Meetings to the second Tuesday of the month at 2:00 p.m. Motion carried unanimously.

Motion by Trustee Knight and seconded by Trustee Gorny to amend the Board of Trustees Bylaws to reflect the new monthly Board of Trustees meeting day to the second Tuesday of the month at 2:00 p.m. Motion carried unanimously.

Director McKinney will notify the City Clerk of the new Board meeting day and time. Amended Bylaws will be distributed at the next meeting, to be held on Tuesday, February 9, 2016 at 2:00 p.m. in the Board Room.

Item #4 Update on the Library Expansion

Director McKinney reported that consultants hired by the City of Escondido conducted and completed a poll of registered voters in December to determine the level of support for a Library expansion project. Specific questions were asked regarding support for a possible government obligation bond property tax, sales tax increase or parcel tax. The question surveying interest in a government obligation bond that could possibly appear on the November 2016 ballot was paid by the City of Escondido with capital improvement funds. Questions related to a possible sales tax and parcel tax were funded by the Escondido Library Foundation.

City staff and the Library Expansion Project Management Team will be briefed on the results of the poll. The Project Management Team is comprised of City Manager Graham Mitchell; Director of Library and Community Services, Loretta McKinney, Assistant Library Director, Cynthia Smith; and President of the Escondido Library Foundation, Jack Anderson. February 3, 2016 is the projected date to present the findings to City Council, but this date needs to be confirmed. Upon hearing the staff report, City Council will consider options presented and offer direction related to next steps.

Other Reports

Item #5 Director of Library & Community Services and Assistant City Librarian

Director McKinney reported that terms are up for two Board of Trustees members in March. Trustees may reapply for a new term. Applications for Boards and Commissions are due to the City Clerk's Office by 5:00 p.m. on February 12, 2016. Interviews with

City Council will be conducted in early March and appointments will be announced on March 16, 2016.

Mayor Abed will hold the State of the City Address on February 24, 2016 at 8:00 a.m. at the California Center for the Arts, Escondido.

Library Administration has been working diligently to fill open positions. A new Archivist has been hired and interviews are being conducted for the Archivist's assistant. A new Senior Librarian for Technology and Support Services will start on January 19, 2016. A new Youth Services Senior Librarian is expected to start on January 25, 2016.

The San Diego Symphony will perform a *Kinder Konzert* for children in Kindergarten, 1st and 2nd grades on February 11, 2016, at 11:15 a.m. The performance is part of the San Diego Symphony's Education and Outreach program and the Friends of the Library have graciously funded the program.

Adjourned: Trustee Gorny adjourned meeting at 3:20 p.m.

Mayra Salazar, Library Board of Trustees Secretary/mb



LIBRARY BOARD OF TRUSTEES

Agenda Item No. 2
Date: February 9, 2016

TO: Library Board of Trustees
FROM: Loretta McKinney, Director of Library and Community Services
SUBJECT: Staff Introduction: John Donel, Senior Librarian of Technology & Support Services

Recommendation:

Receive information

Background:

John Donel serves as Escondido Public Library's Senior Librarian of Technology & Support Services. He will share his educational and professional background as well as provide an introduction to the Technology & Support Services division.



LIBRARY BOARD OF TRUSTEES

Agenda Item No. 3
Date: February 9, 2016

TO: Library Board of Trustees
FROM: Loretta McKinney, Director of Library and Community Services
SUBJECT: Library Expansion Project Update

Recommendation:

Receive information

Background:

Loretta McKinney, Director of Library and Community Services, will provide an update on progress made thus far to fulfill City Council's direction given on August 19, 2015.



LIBRARY BOARD OF TRUSTEES POLICY

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 and the Director of Library and Community Services 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.

LIBRARY BOARD OF TRUSTEES BYLAWS

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 Tuesday of each month at 2:00 p.m. in the Board Room of the Escondido Main Library, 239 S. Kalmia Street, 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 March 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 Secretary shall certify Board minutes and shall preside at meetings in absence of the President.

LIBRARY BOARD OF TRUSTEES BYLAWS

Section 4.6 Agenda:

The agenda for Board meetings is set by the Director of Library and Community Services with input from the Board. Any Board member may request that an item be placed on the agenda; such requests shall be made to the Director of Library and Community Services. The Director of Library and Community Services 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.

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 in the Library Board Room.

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.

LIBRARY BOARD OF TRUSTEES BYLAWS

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 Director of Library and Community Services 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 or the Director of Library and Community Services, 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 Director of Library and Community Services, 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

LIBRARY BOARD OF TRUSTEES BYLAWS

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.

Mayra Salazar, Secretary
Library Board of Trustees