



AGENDA
Library Board of Trustees
Tuesday, April 12, 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 March 8, 2016.

CURRENT BUSINESS

2. Staff Introduction: Viktor Sjöberg, Adult Services Senior Librarian
3. Update on Library Expansion

OTHER REPORTS

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

ADJOURN

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



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Date & Time	Location	Event
April 13 10:00 a.m.	Library Parking Lot	<i>National Bookmobile Day</i> Pop-up events throughout the day for all ages
April 15 3:30 p.m.	Turrentine Room	<i>R.E.A.D. Middle Grade Book Club: Wonder</i> by R.J. Palacio
April 23 3:30 p.m.	Turrentine Room	<i>Rincon Literario Bilingual Book Club - El Conde de Montecristo/The Count of Monte Cristo</i> by Alexandre Dumas
April 28 3:30 p.m.	Turrentine Room	<i>Dia de los Ninos/Dia de los Libros Celebration</i> Day of the Children/Day of the Books Celebration with music, storytelling, and crafts honoring children, families, books, and reading
April 29 & 30 10:00 a.m.	Friends Book Shop	<i>Friends of the Library 50% Off Sale</i>
May 10 6:00 p.m.	Turrentine Room	<i>2nd Tuesday Book Club</i> <i>Rebecca</i> by Daphne du Maurier



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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	May 10, 2016	2:00 p.m.	Library Board Room
Tuesday	June 14, 2016	2:00 p.m.	Library Board Room
Tuesday	July 12, 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
Tuesday, March 8, 2016, 2:00 p.m.
Library Board Room**

CALL TO ORDER: Trustee Gorny called the meeting to order at 2:02 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 Breymeyer, Division Coordinator; Shawn Townsend, Youth Services Senior Librarian

Written/Oral Communications: None

Agenda Item #1: Approval of minutes: February 9, 2016 meeting

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

Current business

Item #2: Staff Introduction: Shawn Townsend, Youth Services Senior Librarian

Assistant Library Director Smith introduced and welcomed Shawn Townsend, Youth Services Senior Librarian. Ms. Townsend joined the Library in January 2016 and is responsible for developing programs and services for children and teens, ages 0-18. She discussed the areas of initial focus, including assessing collections and evaluating current programming. Her goal is to retain some existing programs and introduce several new programs to meet the needs of specific age groups. Ms. Townsend is meeting with schools and civic organizations to learn how the Library can meet their needs as well as to increase the Library's profile. She brings considerable public library management experience having worked with the cities of Long Beach and Upland, and Riverside County.

Item #3: Capital Improvement Program (CIP) Budget Allocation

Director McKinney reported that staff is currently working on preparing the Library's Capital Improvement Project (CIP) budget, due at the end of March. Library Trust Funds may be allocated into the CIP budget upon approval of both the Library Board of Trustees and the City Council. A Trust Fund report was provided showing the total available fund balance of \$215,195. The Trust Fund has two accounts that are budgeted for spending: Library Special Projects and Library Technology. The Special

Project account is primarily used for staff development, workshops, and other special needs; the Technology Fund is used for technology that serves the public. These funds are spent with Board approval.

The Trustees were requested to approve moving \$35,000.00 to fund Library Technology for additional RFID (Radio Frequency Identification) and AMH (Automated Material Handling) project expenses, and \$7,500.00 for Special Projects to cover staff development and possible advertising in the Community Services Recreation Guide. The total of \$42,500.00 budgeted would leave \$172,695.00 in available unbudgeted funds.

Motion by Trustee Knight and seconded by Trustee Guiles to approve moving \$35,000 to the Technology Fund. Motion carried unanimously.

Motion by Trustee Knight and seconded by Trustee Salazar to approve moving \$7,500 to the Special Projects Fund with a condition to review any recommendations for advertising in the Community Services Recreation Guide. Motion carried: Trustees Gorny, Knight, and Salazar: Yes; Trustees Cameron and Guiles: No.

Item #4 Update on the Library Expansion

Director McKinney reported that the update for the Library Expansion Project is scheduled to be presented to the City Council on March, 23, 2016. The staff report will provide information on the public survey conducted in December and seek City Council's direction to either proceed with a bond measure on the November 2016 ballot, or continue to pursue other financing options. Staff is currently finalizing the report. Data from the poll will be shared with the City Council and the community at the City Council meeting.

Other Reports

Item #5

Assistant Library Director Smith reminded the Board of the upcoming Volunteer Luncheon on April 14, 2016, from 12:00-2:00 p.m., at the Center for the Arts Escondido.

In addition to the Volunteer Luncheon, Literacy Services and the Friends of Literacy will be hosting the 12th Annual Scrabble-Thon on Saturday, March 12, 2016 at the Park Avenue Community Center starting at 9:00 a.m. The event will include a silent auction and currently has over 80 people enrolled.

Adjourned: Trustee Gorny adjourned meeting at 3:25 p.m.

Mayra Salazar, Library Board of Trustees Secretary/mb



LIBRARY BOARD OF TRUSTEES

Agenda Item No. 2
Date: April 12, 2016

TO: Library Board of Trustees
FROM: Loretta McKinney, Director of Library and Community Services
SUBJECT: Staff Introduction: Viktor Sjöberg, Adult Services Senior Librarian

Recommendation:

Receive information

Background:

Viktor Sjöberg serves as Escondido Public Library's Adult Services Senior Librarian. He will share his educational and professional background as well as provide an introduction to current programs and services in Adult Services and the Pioneer Room.



LIBRARY BOARD OF TRUSTEES

Agenda Item No. 3
Date: April 12, 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 the Library Expansion Project report presented to City Council on March 23, 2016.