



**AGENDA**  
**Library Board of Trustees**  
**Tuesday, January 10, 2017**  
**2:00 p.m.**  
**Library Board Room**

**CALL TO ORDER**

Roll Call: President Mirek Gorny, Trustee Elmer Cameron, Trustee Ron Guiles, 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 December 13, 2016.

**CURRENT BUSINESS**

2. Staff Introduction: David Frazee, Adult Services Librarian
3. RFID/AMH Project Update
4. Escondido Public Library Relocation Feasibility Update

**OTHER REPORTS**

5. 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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<b>Date &amp; Time</b>	<b>Location</b>	<b>Event</b>
January 13 10:30 a.m.	Turrentine Room	<i>New Year, New You: Feldenkrais – Natural Pain Relief Workshop</i>
January 14 3:00 p.m.	Turrentine Room	<i>2<sup>nd</sup> Saturday Concert Series Presents: The Peter Sprague Trio</i>
January 16 All Day	All Library Facilities	Closed for Martin Luther King Jr. Day
January 24 5:00 p.m.	Customer Service	<i>New Year, New You: Credit and Money Management Workshop</i>
January 27-28 10:00 a.m.	Friends Bookshop	<i>Friends of the Library 50% off Sale</i>
January 28 3:30 p.m.	Turrentine Room	<i>Rincon Literario: Story of a Sociopath/Historia de un canalla by Julia Navarro</i>
February 1 1:00 p.m.	Turrentine Room	<i>eReaders eXplained</i>
February 7 1:00 p.m.	Turrentine Room	<i>Escondido Writers Group</i>
February 11 3:00 p.m.	Turrentine Room	<i>2<sup>nd</sup> Saturday Concert Series Presents: Opera Exposed!</i>
February 14 3:00 p.m.	Turrentine Room	<i>2<sup>nd</sup> Tuesday Book Club: The Diver's Clothes Lie Empty by Vida Vendela</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	February 14, 2017	2:00 p.m.	Library Board Room
Tuesday	March 14, 2017	2:00 p.m.	Library Board Room
Tuesday	April 11, 2017	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](http://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, December 13, 2016, 2:00 p.m.  
Library Board Room**

**CALL TO ORDER:** Trustee Salazar called the meeting to order at 2:00 p.m.

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

**Members Absent:** Trustee Mirek Gorny

**Staff Present:** Loretta McKinney, Director of Library & Community Services; Cynthia Smith, Assistant Library Director; Joanna Axelrod, Principal Librarian; Misty Breymeyer, Division Coordinator; Dan Wood, Senior Librarian for Literacy and Youth Services

**Written/Oral Communications:** None

**Agenda Item #1: Approval of minutes:** November 8, 2016 meeting

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

**Current Business**

**Item #2: Staff Introduction: Dan Wood, Senior Librarian for Literacy and Youth Services**

Assistant Director Smith introduced Dan Wood, Senior Librarian for Literacy and Youth Services. Mr. Wood joined the Library in November 2016 and is the newest member of the professional and supervisory staff. He holds a Bachelor of Arts degree in English Literature and Writing from CSUSM and a Master's in Library and Information Science (MLIS) from San Jose State University. Mr. Wood has extensive experience, having worked at Carlsbad City Library and most recently at Temecula Public library. His background includes technical, circulation, teen, and adult services. Mr. Wood has been acclimating to his new role and plans to focus on youth services by developing the children's collection and creating programs for targeted age groups. He will also oversee Literacy Services. Trustee Guiles invited Mr. Wood to return in six months to share his observations and future plans once he is established in his new role.

**Item #3: Library Photo Video Policy: Recommended Revisions**

The proposed revisions to the Library's Photo and Video Policy statement were discussed. Trustee Cameron asked for background information about the Library's history of taking and using photographs of patrons. Assistant Director Smith explained that the policy was last approved by the Board of Trustees in 2012, and the policy is in line with practices nationwide. Updated language has been simplified and clarified by

the City Attorney. It is understood that photos may be taken in a public setting. Patrons may opt out of having their photo taken at any time. A waiver and consent form is utilized for specific cases where permission is required for use of a photo. Library staff are very respectful of patron wishes if they want to opt out.

The revised policy statement will be posted throughout the Library and is posted on the Library's website.

**Motion by Trustee Guiles and seconded by Trustee Knight to approve the revised Photo Video Policy Statement. Motion carried unanimously.**

#### **Item #4: Escondido Public Library Relocation Feasibility Update**

Director McKinney provided an update on the Library relocation to Grape Day Park. A request for qualifications (RFQ) to determine interest in public/private partnerships is being prepared. In addition, community meetings are being planned to gauge public interest and support for the project. Director McKinney also discussed the recent *San Diego Union Tribune* article about building a new hotel in the civic complex and relocating the Library to Grape Day Park. The article suggested that a bond measure would be required to finance placing the Library in Grape Day Park. Director McKinney clarified that the hotel is a separate project from the Library. Trustee Cameron asked for clarification regarding a decision to move forward with a bond measure. Director McKinney clarified that a bond measure is yet to be determined and may depend on input from community meetings, other studies, and responses to the RFQ. Trustee Guiles inquired if there is potential partnership interest to help provide revenue streams. Director McKinney confirmed that there are early indications of interest from agencies, such as charter schools; however, even though this is encouraging, firm commitments have not been made.

#### **Other Reports**

##### **Item #5: Director of Library & Community Services**

The Library will hold its staff holiday luncheon on December 14<sup>th</sup> and Trustees are invited to join staff.

Assistant Director Smith provided an update on future programming. In addition to continuing programs that include concerts, a writers' group, and book clubs, Adult Services has a line-up of programs planned for the New Year, entitled "*New Year, New You.*" Literacy Services will hold the 13<sup>th</sup> Annual Scrabble-Thon on March 11, 2017 at the Park Avenue Community Center.

Director McKinney announced that planning for the FY 2017-18 Annual Operating Budget (AOB) is underway. The process, from proposal to final adoption, takes around 6 months. The Library's AOB in FY 2017-18 is expected to be the same as FY 2016-17, and increases in operating expenses will have to be absorbed. Director McKinney will

provide periodic updates to the Library Board of Trustees throughout this process.

Director McKinney also provided an update on the Library RFID/AMH project (Radio Frequency Identification/Automated Materials Handling). Responses to the project bid have been reviewed and several vendors will participate in onsite demonstrations in December. The goal is to select a vendor by the end of the year. The plan is to seek approval from City Council in February and move forward with the project implementation.

In response to a question from Trustee Cameron, Director McKinney informed the Trustees that City Council extended the City Manager's contract through mid-February 2017. A search firm has been retained to recruit a new City Manager. The goal is to bring a new City Manager on board in Spring 2017.

**Adjourned:** Trustee Salazar adjourned the meeting at 2:57 p.m.

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Mayra Salazar, Library Board of Trustees Secretary/mb



# LIBRARY BOARD OF TRUSTEES

Agenda Item No. 2  
Date: January 10, 2017

**TO:** Library Board of Trustees  
**FROM:** Joanna Axelrod, Principal Librarian  
**SUBJECT:** Staff Introduction: David Frazee, Adult Services Librarian

**Recommendation:** Receive information

**Background:**

David Frazee serves as one of Escondido Public Library's Adult Services Librarians. He will share his educational and professional background as well as provide an introduction to his roles and responsibilities within Adult Services.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Joanna Axelrod".

Joanna Axelrod  
Principal Librarian



# LIBRARY BOARD OF TRUSTEES

Agenda Item No. 3  
Date: January 10, 2017

**TO:** Library Board of Trustees  
**FROM:** Cynthia Smith, Assistant Library Director  
**SUBJECT:** RFID/AMH Project Update

**Recommendation:** Receive information and file.

**Background:**

In FY 2015-16, City Council approved two Capital Improvement Projects (CIP) for Escondido Public Library to procure and install state of the art Radio Frequency Identification (RFID) and Automated Materials Handling (AMH) systems.

RFID technology provides systems for efficiently checking in, checking out, and securing library materials. RFID tags and electronic sensing and monitoring equipment help staff process materials more efficiently, securely, and ergonomically. RFID systems also make it easier for patrons to use self-service check-out. RFID technology, compatible with the integrated library system (ILS), provides greater access to materials.

Similarly, AMH technology and systems improve staff efficiency and customer experience through a combination of enhanced self-service check-in and an automated sorter system that reduces check-in time, lowers the incidence of repetitive motion injuries, and allows the return of materials to their locations rapidly.

An oral report on the status of these projects will be provided.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Cynthia Smith".

Cynthia Smith  
Assistant Library Director



# LIBRARY BOARD OF TRUSTEES

Agenda Item No. 4  
Date: January 10, 2017

**TO:** Library Board of Trustees  
**FROM:** Loretta McKinney, Director of Library and Community Services  
**SUBJECT:** Escondido Public Library Relocation Feasibility Update

**Recommendation:** Receive information and file.

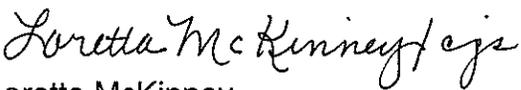
**Background:**

On October 19, 2016, staff presented a report regarding the potential relocation and expansion of the Escondido Public Library to one or two possible sites; one within the current Grape Day Park at Escondido Boulevard and Woodward Avenue and the other in an envisioned future expansion of Grape Day Park, located at Escondido Boulevard and Washington Avenue.

The City Council directed staff to explore the feasibility of relocating and expanding the Library within the envisioned future expansion of Grape Day Park and to issue a Request for Qualifications to public/private partnership companies with New Market Tax Credit experience.

Staff is currently working on the Request for Qualifications and anticipate returning to City Council with a report by the end of February 2017.

Respectfully Submitted,

  
Loretta McKinney  
Director of Library and Community Services