



AGENDA
Library Board of Trustees
Thursday, January 14, 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 December 10, 2015.

CURRENT BUSINESS

2. Staff Introduction: Lalitha Nataraj, Literacy Services Librarian
3. Library Board of Trustees Meeting Schedule
4. Update on the Library Expansion Project

OTHER REPORTS

5. 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
January 18	All Library Locations	<i>Closed for Martin Luther King Jr. Day</i>
January 22 11:00 a.m.	Turrentine Room	<i>New Year, New You: Feldenkrais – Discover Natural Pain Relief</i>
January 29 11:00 a.m.	Turrentine Room	<i>New Year, New You: Feldenkrais – Discover Natural Pain Relief</i>
January 30 3:30 p.m.	Turrentine Room	<i>Rincon Literario Bilingual Book Discussion Group – La chica del tren/The Girl on the Train</i>
February 2 6:00 p.m.	Turrentine Room	<i>New Year, New You: POUND Rockout Workout</i>
February 5 11:00 a.m.	Turrentine Room	<i>New Year, New You: Feldenkrais – Discover Natural Pain Relief</i>
February 9 6:00 p.m.	Turrentine Room	<i>2nd Tuesday Book Club - Isaac's Storm: A man, a time and the deadliest hurricane in history by Erik Larson</i>



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UPCOMING MEETING SCHEDULE

Library Board of Trustees Meetings are scheduled the second Thursday 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>
Thursday	February 11, 2016	2:00 p.m.	Library Board Room
Thursday	March 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, December 10, 2015, 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, Mayra Salazar,

Members Absent: Trustee Gary Knight

Staff Present: Loretta McKinney, Director of Library and Community Services; Cynthia Smith, Assistant City Librarian; Joanna Axelrod, Principal Librarian; Misty Breymeyer, Library Division Coordinator

Written/Oral Communications: None

Approval of minutes: November 12, 2015 Meeting

Trustee Cameron suggested that the minutes be amended to exclude the last sentence of the third paragraph under the heading, Current Business: "Trustee Guiles suggested that the San Diego Charitable Foundation might be interested in providing seed money for the expansion or, if this does not fall under the scope of their giving priorities, perhaps individual members, such as Jack Raymond, might serve as donors."

MSC Cameron/Guiles to approve the minutes as amended. Vote 4/0 in favor.

Current business

Agenda Item #2: Staff Introduction to Misty Breymeyer, Library Division Coordinator

Director McKinney introduced and welcomed Misty Breymeyer as the new Library Division Coordinator replacing Janet Rulien. Prior to this promotion, Ms. Breymeyer held the position of Customer Service Representative II in the Community Services Division at City Hall.

Ms. Rulien has been a valued member of the Library Administration team and will be missed. She transferred to the Community Services Division to assume duties as their new Division Coordinator, primarily to assist with budget planning and administrative duties. Ms. Rulien will continue to work with Library Administration on budgeting matters.

Director McKinney explained that these personnel changes were necessary and part of an internal reorganization within the Community Services Division and approved by the City Manager. Director McKinney also said that the reorganization in Community Services utilized existing budget without further financial impact to the City.

Agenda Item #3: Trust Fund Report

Director McKinney corrected the document report header, which should have reflected FY 2015-2016. The report covers July 2015 to date. She noted that interest in the report shows as a negative number because the amount is accrued, but not posted until the end of a quarter. Director McKinney also noted that the Neihoff Donation is unspent because it must be budgeted first. The Neihoff account is stipulated for collection development and the plan is to budget a portion of the funds for spending in 2016-17. Assistant City Librarian Smith explained the Special Project fund is primarily used for staff development and we have been spending conservatively. The bottom line shows that other than staff development expenses and the purchase of books with pass-through funds donated by the Friends of the Library, Library Administration has used very little of the funds year to date. Director McKinney confirmed the total ending balance of \$312,028.

Trustee Guiles asked where the trust fund money primarily comes from. Director McKinney explained that a fair amount came from the California State Public Library Fund (PLF) and Transaction Based Reimbursement (TBR) in years past; however the California State Governor and legislature have eliminated state funding for public libraries in general, except for Literacy programs. At this point, the Trustees Fund relies on private donations, a small amount of interest, and reflects little growth.

Director McKinney added that Library Administration seeks approval for large expenses from the Board of Trustees. Expenses for staff development and minor charges are decided internally by Library Administration. They are reported quarterly in this report.

Trustee Guiles asked about the \$9,000 Literacy balance. Assistant City Librarian Smith explained that prior to the establishment of the Friends of Literacy Services as a special fundraising arm; a project number was created to receive donations earmarked for Literacy Services. When the Friends of Literacy Services established a 501(c) (3) and began raising funds, the remaining Trust fund balance was left alone. Currently, \$1,400 of the \$9,000 balance is actually budgeted and available.

Agenda Item #4 Statistical Report

Director McKinney reported that circulation statistics have been going down over the past couple of years. The number of library cards issued and door count are also indicators of a downward trend. Director McKinney said that staff members will be evaluating statistics and how they are tabulated in order to validate activity. It may be possible that the new integrated library system (ILS) system is recording data differently than the previous system. In addition, some programming has been slowed because of the many vacancies the Library has been experiencing over the past 18 months.

Trustee Cameron said he was glad the decreased trend is being investigated.

Trustee Guiles asked if a delay in staffing positions can be attributed to budget. Director McKinney provided a timeline illustrating how long it takes to fill a position from the time a vacancy is created until a new hire is on board.

Agenda item #5 Library Expansion

Director McKinney said that consultants have not conducted the poll yet because of a new law, AB809, which became effective in September. It requires the language of the questions asked in a poll to be similar to the proposed ballot language. City staff have been working with the City Attorney to confirm the language. This matter presented a delay, particularly as it relates to financial information provided in the survey.

City Council approved asking registered voters about the general obligation bond. The Library Foundation joined in the poll to ask additional questions related to supporting a possible sales or parcel tax. The Foundation paid to add these additional questions.

Director McKinney noted that the goal was to report back to City Council in January 2016; however, given the delay, the staff report to City Council will likely be in early February.

Agenda Item #6 - Other Reports

Assistant City Librarian Smith noted that the holiday staff lunch will be on December 16th at noon in the Turrentine Room. All staff, the various member groups, volunteers, and former volunteers are welcome.

John Paul the Great Catholic University and the Library have entered a work-study agreement for a student to be placed in Literacy Services. A graduate student has been interviewed, selected, and should begin his assignment in early January through June 30, 2016.

Future Agenda Considerations:

Because of a scheduling conflict, Trustee Salazar requested consideration to reschedule the Trustees monthly meeting to the same day at a later time or another Thursday. Director McKinney said that the item must be placed on the agenda in order for discussion to take place and a vote must be taken to agree to the meeting date and time. A change to the Library Board of Trustees Bylaws would also be required. Should the meeting date and/or time change, Library Administration will inform the City Clerk.

Adjourned: Trustee Gorny adjourned the meeting at 3:06 p.m.

Mayra Salazar, Library Board of Trustees Secretary/mb



LIBRARY BOARD OF TRUSTEES

Agenda Item No. 2
Date: January 14, 2016

TO: Library Board of Trustees
FROM: Loretta McKinney, Director of Library and Community Services
SUBJECT: Staff Introduction: Lalitha Nataraj, Literacy Services Librarian

Recommendation:

Receive information

Background:

Lalitha Nataraj serves as Escondido Public Library's Literacy Services Librarian. She will share her educational and professional background as well as provide an introduction to Literacy Services and current activities.



LIBRARY BOARD OF TRUSTEES

Agenda Item No. 3
Date: January 14, 2016

TO: Library Board of Trustees
FROM: Loretta McKinney, Director of Library and Community Services
SUBJECT: Library Board of Trustees Meeting Schedule

Recommendation:

Discuss and vote on alternative meeting day/time for Library Board of Trustees meetings. If a vote results in a change, the Library Board of Trustees bylaws will need to be amended and Library Administration will inform the City Clerk.

Background:

Due to a scheduling conflict, Trustee Salazar requested consideration to reschedule the Trustees monthly meeting to the same day at a later time or another Thursday during the month.



LIBRARY BOARD OF TRUSTEES

Agenda Item No. 4
Date: January 14, 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.