



## **AGENDA**

**Library Board of Trustees Meeting  
Thursday, June 11, 2015  
2:00 p.m.  
Library Board Room**

### **CALL TO ORDER**

Roll Call: Trustee Elmer Cameron, Trustee Mirek Gorny, Trustee Gary Knight, Trustee Mayra Salazar;  
(Vacant Board position pending appointment)

### **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 May 14, 2015

### **CURRENT BUSINESS**

2. Board of Trustees Officer Elections
3. Library Trust Fund Report

### **OTHER REPORTS**

4. Director of Library and Community Services
5. Deputy City Librarian



## AGENDA

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### Special Programs and Library Events

Date & Time	Location	Event
June 15 – August 1	Main Library	<i>“Read to the Rhythm!” Summer Reading Clubs for Children, Teens and Adults begins</i>
June 18 2:00 p.m.	Turrentine Room	<i>“Read to the Rhythm!” Kids’ Summer Reading Club Kick-Off Featuring Clint Perry and the Boo Hoo Crew</i>
June 23 6:30 p.m.	Turrentine Room	<i>Gold Hill: The Story of Julian’s 1870’s Gold Rush. An interactive Musical Concert</i>
June 25 6:00 – 8:00 p.m.	Park Avenue Community Center Auditorium	<i>Literacy Services Learner Recognition Celebration (By invitation)</i>
June 26-27 All Day	Friends Book Shop	<i>Friends of the Library Half-Price Sale</i>
July 4 All Day	All Library Facilities	<i>Library Closed Independence Day Holiday</i>
July 11 3:00 p.m.	Turrentine Room	<i>2<sup>nd</sup> Saturday Concert Series Presents Yale Strom and Hot Pstromi</i>

### ADJOURN

#### 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.

Day	Date	Time	Location
Thursday	July 9, 2015	2:00 p.m.	Library Board Room
Thursday	August 13 2015	2:00 p.m.	Library Board Room
Thursday	September 10, 2015	2:00 p.m	Library Board Room



## **AGENDA**

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### **TO ADDRESS THE LIBRARY BOARD OF TRUSTEES**

Please complete a *Speaker Form* and hand it to the Library Division Coordinator. Submit the *Speaker' 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.**

### **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 AM – 8:00 PM
Wednesday, Thursday & Friday	10:00 AM – 6:00 PM
Saturday	10:00 AM – 5:00 PM

**Escondido Public Library Board of Trustees**  
**BOARD MEETING MINUTES**  
**Tuesday, May 14, 2015, 2:00 p.m.**  
**Library Board Room**

Agenda Item No. 1

CALL TO ORDER: Trustee Knight called the meeting to order at 2:08 p.m.

Members Present: Elmer Cameron, Gary Knight, Mirek Gorny

Members Absent: Mayra Salazar

Staff Present: Loretta McKinney, Director of Library & Community Services, Cynthia Smith, Deputy City Librarian, Janet Rulien, Recorder

**WRITTEN/ORAL COMMUNICATIONS:** None.

**APPROVAL OF MINUTES:** MSC Cameron/Gorny to approve the minutes as written, Vote 3/0.

**BOARD OF TRUSTEES ELECTION OF OFFICERS:** Director McKinney noted that Trustee Salazar is absent and a Trustee position is also vacant. A notice of *Unscheduled Vacancy* has been posted by the City Clerk and applications are being accepted. Director McKinney suggested waiting for a more complete Board to be present before proceeding with nominations and election of officers. **MSC Cameron/Gorny to postpone election of officers until next meeting. Vote 3/0.**

Director McKinney asked the Trustees to let community members know about the vacant trustee position and encourage applications. The Trustees reviewed procedural questions regarding the appointment of a new Trustee. Interviews will be conducted by the Mayor and he will recommend a candidate for appointment, pending City Council approval.

**INTRODUCTION OF NEW SENIOR LIBRARIANS:** Director McKinney introduced Viktor Sjöberg and Ricca Gaus, the Library's new Senior Librarians in Adult Services and Youth Services respectively. Deputy City Librarian Smith provided a more in-depth introduction and the Senior Librarians shared their backgrounds, experiences and goals. Deputy City Librarian Smith noted that the Pioneer Room is also under Senior Librarian Sjöberg's supervision. Senior Librarian Gaus has experience with all ages of youth and specializes in babies/toddlers and tweens. Librarian Sjöberg explained his primary focus will be on the User Experience – enhancing the day to day experience of patrons and the service they receive. His goals are to also redefine Adult Services outreach, and revitalize programs for adults. Trustee Cameron spoke about the importance of reaching out to adults who visit the Children's Room with their children. Trustee Gorny asked Ms. Gaus about library services in New York, where she worked previously, as compared to California libraries. The Trustees welcomed them warmly.

**RECAP AND DEBRIEF SPECIAL BOARD MEETING ON APRIL 14, 2015:** Director McKinney commented that the Board Minutes provided a good recap of the Special Meeting held April 14, 2015. She asked the Trustees to share their impressions of the meeting. Trustee Knight said that he enjoyed his break-out session which was led by Librarian Sjöberg. Trustee Cameron said that having California State Librarian Greg Lucas as keynote speaker was very impressive. Trustee Cameron also said he was especially pleased to hear supportive comments from the State Librarian and that he was impressed that all five City Council members are in favor of an expanded Library. Trustee Cameron wants to make sure this information will be utilized as positive reinforcement for the expansion effort. Trustee Gorny echoed

**Escondido Public Library Board of Trustees**  
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Trustee Cameron's comments. Director McKinney said that the State Librarian is very supportive of public libraries but must also work within budgetary constraints and receives direction from Governor Brown. She agreed he is doing a very good job; however, the public must recognize the reality of competing interests and budget limitations.

Director McKinney commented that the group exercises were successful and met the intended goal. She explained that useful information on how Library supporters are connected to the community was collected. Trustee Cameron commented that the Support Group Steering Committee could use this information to involve others in the Library Expansion initiative. Trustee Cameron was also very complimentary about Jack Anderson's leadership as Chair of the Support Group Steering Committee and President of the Library Foundation. He suggested that Mr. Anderson attend a future Library Board of Trustees meeting to provide an update on the Support Group Steering Committee and Library Foundation's plans. Director McKinney said Library Administration will be preparing a staff report for presentation to City Council later on in the summer, possibly in mid-August. Staff will check with Mr. Anderson to see if he can attend a Board meeting prior to the presentation.

**ESCONDIDO PUBLIC LIBRARY STATISTICAL REPORT:** Deputy City Librarian Smith presented 2015 calendar year statistics. She pointed out seasonal trends and noted that in March almost all Library services went up significantly. This is largely attributable to Spring Break from the local schools. Director McKinney went over some of the categories with big jumps: programming, reference questions, Library tours, circulation, and outreach. Virtual use of the Library has significantly increased as well. Trustee Cameron commented that he appreciated the staff's analysis and explanation of statistics and trends.

**OTHER REPORTS:**

City Librarian's Report: Director McKinney reviewed plans to acquire and install radio frequency identification (RFID) technology, self-check machines, security gates and automated materials handling (AMH) to improve service and provide greater efficiencies. A Capital Improvement Project (CIP) budget request was submitted and is being considered for FY 15-16 CIP approval. City Council will vote on the CIP Budget on June 17, 2015.

Deputy City Librarian: Deputy City Librarian Smith provided information on the Learner Recognition Celebration which will be held on June 25, 2015 at 6:00 p.m. at the Park Avenue Community Center. The event is by invitation and honors the achievements of Literacy Services' Learners. Stan Levy, former Library Board of Trustees member, will be the keynote speaker.

The Library is experiencing a significant amount of staff turnover this year. Several long-service, full-time staff members have given notice that they will be retiring. The Pioneer Room archivist also resigned recently. Library Administration is in the process of preparing several job postings to fill vacancies and working hard on recruitment to help minimize staff shortages.

Adjourned: 3:27 p.m.

Respectfully submitted

Gary Knight, President  
/jr



# LIBRARY BOARD OF TRUSTEES

Agenda Item No. 2  
Date: June 11, 2015

**TO:** Library Board of Trustees  
**FROM:** Loretta McKinney, Director of Library and Community Services  
**SUBJECT:** Library Board of Trustees Officer Elections

**Recommendation:**

Receive information and conduct election of officers.

**Background:**

The Escondido Public *Library Board of Trustees By Laws* call for the election of two officers, a President of the Board and a Board Secretary. As indicated, the term of office is for one year, and until their successors are elected.

Election of officers normally takes place in March, however the Board of Trustees did not meet in March 2015, and a Special Meeting was held in April 2015 which precluded conducting the election as a regular business item. Officer elections appeared on the May 2015 Board agenda and the matter was discussed at the meeting. Given the absence of a member of the Board and an unscheduled Board vacancy, the Board voted to postpone the elections until a more representative body of members could be present at the June meeting.

The president presides at the Board meetings and has the authority to appoint members to special committees. The secretary certifies Board minutes and presides over Board meetings when the president is absent.

To initiate the election, Board members wishing to nominate a fellow member or themselves to serve as President and/or Secretary should be prepared to state their position. The election will be conducted at the meeting.



# 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 city librarian 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 Thursday 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 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 the absence of the president.

## **LIBRARY BOARD OF TRUSTEES BYLAWS**

### **Section 4.6 Agenda.**

The agenda for Board meetings is set by the city librarian 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 city librarian. The city librarian 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 Council 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 Officers and employees.**

The Library Board of Trustees may prescribe the duties and powers of the city librarian.

### **Section 5.3 Purchase of personal property.**

The Library Board of Trustees may purchase necessary books, journals, publications, and other personal property using Library Trust funds, with approval of a majority of the Board.

### **Section 5.4 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 5.5 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.

## **LIBRARY BOARD OF TRUSTEES BYLAWS**

### **Section 5.6 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 5.7 Annual report.**

The Library Board of Trustees with the assistance of the city librarian 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 city librarian, 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 applied 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.

### **Section 6.3 Payments from the Library Trust Fund.**

Payments from the fund shall be made upon warrants issued after due audit by, and an order from, the library trustees. The warrants shall be signed by the president and secretary of the Library Board of Trustees. The treasurer of the municipality shall pay such warrants without any further order or warrant from any other authority.

## **ARTICLE VII. GOVERNANCE OF THE LIBRARY**

### **Section 7.1 Library free to inhabitants and taxpayers, unless in violation of rules.**

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.

## **LIBRARY BOARD OF TRUSTEES BYLAWS**

### **Section 7.2 Contracts with neighboring 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 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 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.

## **ARTICLE VIII. AMENDMENTS TO THE BYLAWS**

### **Section 8.1 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 libraries under its management, and all property belonging thereto.

### **Section 8.2 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.

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Elmer Cameron, Secretary  
Library Board of Trustees



# LIBRARY BOARD OF TRUSTEES

Agenda Item No. 3  
Date: June 11, 2015

**TO:** Library Board of Trustees  
**FROM:** Loretta McKinney, Director of Library and Community Services  
**SUBJECT:** Library Trust Fund Report FY 2014-2015 YTD

**Recommendation:**

Receive the Library Board of Trust Fund Report.

**Background:**

Review the attached Library Trust Fund Report for FY 2014-2015 which provides a general overview and a summary of funds, year to date, through June 4, 2015.

**CITY OF ESCONDIDO  
LIBRARY TRUST FUND REPORT  
FY 2014-2015  
General Overview**

**REVENUES 07/01/2014**

Beginning Fund Balance	\$302,569
Literacy Designation	<u>\$9,311</u>
Total	\$311,880

**"NEW" Revenues 7/1/2014-5/31/2015**

Library Grants	\$0
Reimbursement from Outside Agencies	\$0
Interest	\$1,662
Dividends	\$5,278
General Donations	\$61,783
Literacy Program Donations	\$0
Other Revenue/Reimbursements	<u>\$1,405</u>
Total "New" Revenues	\$70,128

Beginning Fund Balance Total	\$311,880
Total "New" Revenues	<u>\$70,128</u>
Total Beginning Balance & "New" Revenues	\$382,008

**PROJECT EXPENDITURES 7/1/2014-05/31/2015**

Special Projects	\$13,484
Technology	\$1,594
Literacy Projects	\$525
Books, Supplemental	<u>\$48,296</u>
	\$63,899

<b>Total Beginning Balance &amp; "New" Revenues</b>	\$382,008
<b>Total Expenditures as of 09/30/2013</b>	<u>-\$63,899</u>
<b>Ending Fund Balance 09/30/2013</b>	\$318,109

<b>Literacy Deduction</b>	<u>-\$9,311</u>
<b>TOTAL Ending Fund Balance</b>	<u>\$308,798</u>

CITY OF ESCONDIDO  
LIBRARY TRUST FUND REPORT  
FY 2012-2013  
Detail

Project	\$ Requested 2015	Existing & Allocated	Expenditures as of 05/31/2015	Project Balance as of 05/31/2015
Neihoff Donation	\$36,493	\$0	\$0	\$36,493
Special Projects	\$0	\$22,899	\$13,484	\$9,415
Library Technology	\$30,000	\$26,549	\$1,594	\$54,955
Literacy Projects	\$0	\$2,000	\$525	\$1,475
Library Books/Supplemental	\$50,000	\$7,720	\$48,296	\$9,424
Ending Balance 05/31/2015	\$116,493	\$59,168	\$63,899	\$111,762

This is a snapshot of the Revenues and Expenditures as of 06/04/15. Some revenues and expenditures may not be reflected on this report.