

**Escondido Public Library Board of Trustees  
MINUTES  
Thursday, April 10, 2014, 2:00 p.m.  
Library Board Room**

CALL TO ORDER: Trustee Knight called the meeting to order at 2:10 pm.

Members Present: Elmer Cameron, Gary Knight, Mirek Gorny, James Lund

Members Absent: Virginia Loh-Hagan

Staff Present: Loretta McKinney, Director of Library & Community Services, Janet Rulien, Board Secretary

Others Present: Diane Halverson, Escondido City Clerk

Diane Halverson, City Clerk, administered the Oath for the new and returning Board members James Lund and Mirek Gorny.

**WRITTEN/ORAL COMMUNICATIONS:** None.

**APPROVAL OF MINUTES FROM:** MSC Cameron/Gorny to approve the minutes of February 13, 2014 and March 20, 2014 as written, Vote 4/0.

**BOARD ADMINISTRATIVE ANNOUNCEMENT/NEWS:** The individual board members introduced themselves to Mr. Lund and gave him brief background information. Mr. Lund shared his background information as well.

**PROJECT UPDATES:** A glass partition was installed in the hallway between the Turrentine Room and Administration area. The door provides a measure of security and can be accessed by using a key or card reader for entry during business hours

Trustee Knight requested an update on the coffee cart. The Request for Proposals for the coffee cart is in its final draft stage. As a next step, the RFP will be reviewed by both City Purchasing and the City Attorney's office. The RFP will then be brought to the Board for final approval (in May or June) and hopefully put out the bid in June. A new vendor should be on board in late August, at the earliest. McKinney went over the upcoming events.

**CURRENT BUSINESS:**

Library Support Group Workshops: McKinney went over the homework assignment from the Support Group Workshop which was held on March 20, 2014. The Board developed its top ten priorities for the future of the expanded Library.

Statistics: The Board reviewed the statistical report and discussed various activities.

City Communications: McKinney reported the Governor appointed a new State Librarian, Greg Lucas, who is a journalist by profession. He will be backing the broadband access initiative because the recent survey showed that there is a large group of libraries lacking broadband, and pending legislation creates

standards throughout California for public libraries. Gary Knight will send a letter of support for the broadband initiative on behalf of the Board. **MSC Cameron/Lund for Gary Knight, representing the Library Board of Trustees, to send a letter in favor of this initiative on behalf of the Board, Vote 4/0.**

McKinney also noted that on Wednesday April 23, 2014, a hearing will be held in the California State Legislature on SB-1455, the Reading and Literacy Improvement and Public Library Construction and Renovation Bond Act of 2016. MSC Lund/Gorny for Gary Knight, representing the Library Board of Trustees, to send a letter to in favor of this needs assessment, Vote 4/0.

Adjourned: 4:10 p.m.

Respectfully submitted,

  
Gary Knight, President & Acting Secretary

/jr

**Escondido Public Library Board of Trustees**  
**MINUTES**  
**Thursday, May 8, 2014, 2:00 p.m.**  
**Library Board Room**

CALL TO ORDER: Trustee Knight called the meeting to order at 2:05 pm.

Members Present: Elmer Cameron, Gary Knight, Mirek Gorny, James Lund

Members Absent: Virginia Loh-Hagan

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

**WRITTEN/ORAL COMMUNICATIONS:** None.

**APPROVAL OF MINUTES FROM:** MSC Lund/Cameron to approve the minutes of April 10, 2014 with the following change:

Under Library Support Group Workshops, change "The Board developed its top ten priorities for the future of the expanded Library" to "The Board developed its top ten priorities for the *next Library Support Workshop.*" Also, include after "Diane Halverson, City Clerk, administered the Oath for the new and returning Board members James Lund and Mirek Gorny." *Loretta McKinney then reviewed the contents of the Advisory Board Handbook with the Trustees. Vote 4/0.*

**BOARD ADMINISTRATIVE ANNOUNCEMENTS/NEWS:** None.

**PROJECT UPDATES:** All updates will be covered in the Current Business section of this Agenda.

**REPORTS FROM AUXILIARY SUPPORT GROUPS:** Trustee Cameron said The Friends of the Library are doing great. They have a new Book Shop coordinator and the transition is going smoothly.

**SIGNIFICANT UPCOMING EVENTS:**

- McKinney noted the Second Saturday concerts will be ending for the season in May. The concert series will start again in November 2014.
- The Escondido Street Faire is Sunday, May 18<sup>th</sup>. Library staff will be stationed at the bookmobile, located on Orange Street and Grand Avenue. A second group of Library staff and Foundation members will be stationed at a booth at Kalmia Street and Grand Avenue.
- The City Manager approved closing the Library for one day while we convert to the new integrated library system (ILS) system on June 18, 2014. The goal is to make sure the transition goes seamlessly on the conversion day. Staff will be at work in the Library training and conducting final testing the new system. The closure will be announced via a news release and there will be signage throughout the Library campus and facilities. Notification will also be made using social media, the Library website and eNewsletter. The Library will re-open on June 19, 2014 with normal hours.

## CURRENT BUSINESS:

Library Support Groups Workshop Update: Discussion ensued about rescheduling the second Workshop to the proposed date of Thursday, June 5, 2014, from 10:30 AM to 12:30 PM. The goal of this final workshop is to develop a unified Action Plan based on ideas and input from the various support groups. After reviewing schedules, the Board decided to hold the Workshop on Thursday, June 12, 2014. It was decided to hold both the Workshop and the Board Meeting on the same day. The regular Board of Trustees' meeting will be held at 1:00 p.m.

Library Coffee Cart Request for Proposal Status: Smith gave a brief background of this item for James Lund, the new Board member. This RFP has been vetted by both the City Attorney and the City's Real Property Manager. **MSC Cameron/Gorny to bring the approval of this proposal for the coffee cart to the June 2014 meeting, Vote 4/0.**

Integrated Library System (ILS) Software Conversion Project: Smith went over the background on this item. She complimented the Library's Project Management Team (PMT) for their commitment and dedication to the software implementation project, developing a training plan, and for keeping on schedule. She explained that the PMT is preparing to train all employees on the new system over the next few weeks. Smith said that patrons will notice a difference in the ease of searching, and they will enjoy new features, such as the ability to receive notifications by text, email and/or by phone. Trustee Cameron asked how the new system will impact the public and if it is user friendly and intuitive. Smith reassured the Board that staff researched the system and selected this system because it has been successful at other public libraries and has new technology. The ILS PMT paid special attention to selecting a system that is powerful, yet provides a positive UX (user experience). The new ILS is being customized to ensure patrons will be able to identify with features they are accustomed to seeing. The new ILS was funded as a Capital Improvement Project (CIP) and remaining funds will cover annual subscription fees that include maintenance, warranties and hosting for the next four years.

Library Statistics: McKinney noted that our circulation figures went down a small amount. She pointed out that our security gates have not been working well and we need to have better control over our circulation. She believes that having a better system will bring up our circulation figures with more accurate counts. The goal is to install a Radio Frequency Identification (RFID) system in the 2015/16 fiscal year. The merits of an RFID system were briefly discussed.

## CITY STAFF COMMUNICATIONS:

Director of Library and Community Services: City Council is reviewing the proposed general fund budget. On May 7, they began reviewing Capital Improvement Program Budget requests. Council will vote on the final City General Fund budget on June 11, 2014 and the Capital Improvement Program budget on June 18, 2014.

The Library submitted a capital budget request to cover the first phase of design development for the Library expansion project. The Library's request is for an additional \$257,000, which when added to the remaining Conceptual Design monies, would bring the total up to \$300,000. Trustee Cameron briefly went over his meeting with the Mayor on the Library Expansion Project and said it went very well. The Mayor wants the public and the Council to see the plan of action for a new library and funding sources. The discussion turned to possible funding options. Senate Bill 1455, a public library bond for building construction and renovation, is winding its way through the California legislature. The proposed bill has passed the Senate Governance and Finance Committee and now goes to the Senate Appropriations Committee, where it is

expected to have a much tougher review. This bill would be similar to other Library Bond Acts that provide competitive funds.

Deputy City Librarian: In addition to providing information on SB1455, Smith provided information on two other library-related bills currently going through the California legislature. State Senator Wolk is sponsoring a constitutional amendment, SCA-7, which would lower the threshold for approval for municipal bond measures related to library operations and facilities from a required 2/3 voter approval to passage with 55% voter approval. The third bill is to provide funding for high-speed Internet (CENIC) throughout California.

We are building up our e-Book collections and staff has been providing one-on-one training for patrons on how to download e-Books with all types of readers. The summer reading clubs and programs will be starting in June. All publicity will be out in a couple of weeks. Summer Reading will run until the beginning of August. Paul Crouthamel is Escondido Library's representative on the KPBS One Book One City community reading program. The selected book will be announced at the San Diego Council on Literacy fund raiser on May 14, 2014. Once the title is announced, program plans will be made.

Adjourned: 3:25 p.m.

Respectfully submitted,



Gary Knight, Board President and Acting Secretary

/jr