



AGENDA

**Library Board of Trustees
Special Meeting
Thursday, August 6, 2015
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

ADMINISTRATION OF OATH OF OFFICE

Welcome and administration of Oath of Office to new Trustee Ron Guiles.

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 June 11, 2015.

CURRENT BUSINESS

2. Review and Adoption of Revised Library Board of Trustees Bylaws
3. Update on the Library Expansion Project

OTHER REPORTS

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



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Special Programs and Library Events

Date & Time	Location	Event
August 6 2:00 – 3:00 p.m.	Turrentine Room	<i>"It's Book Time with Ronald McDonald!"</i>
August 8 3:00 – 4:45 p.m.	Turrentine Room	<i>2nd Saturday Concert Series Presents the Neave Trio</i>
August 28 & 29 All Day	Friends Book Shop	<i>Friends of the Library Half-Price Sale</i>
September 7 All Day	All Library Facilities	<i>Library Closed Labor Day Holiday</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	September 10, 2015	2:00 p.m.	Library Board Room
Thursday	October 8, 2015	2:00 p.m.	Library Board Room
Thursday	November 12, 2015	2:00 p.m.	Library Board Room



AGENDA

**Library Board of Trustees
Special Meeting
Thursday, August 6, 2015
2:00 p.m.
Library Board Room**

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
- 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
Thursday, June 11, 2015, 2:00 p.m.
Library Board Room**

CALL TO ORDER: Trustee Knight called the meeting to order at 2:11 p.m.

Members Present: Elmer Cameron, Gary Knight, Mirek Gorny, Mayra Salazar

Members Absent: None

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 4/0.

SWEARING IN OF TRUSTEE: Director McKinney administered the Oath of Office to Trustee Elmer Cameron for a new three-year term.

LIBRARY TRUST FUND REPORT: Director McKinney reviewed the Trust Fund reports and responded to the Trustee's questions. The Library is consciously limiting trust fund spending since the fund is not being replenished by the State Library and donations. Director McKinney provided an overview of the Public Library Funding (PLF) and Transaction Based Reimbursement (TBR) funding cuts that occurred in 2009 and dramatically impacted the balance. Director McKinney reviewed the proposed technology trust fund use for the broadband initiative. The Library is in the process of working out the equipment purchase specifications for the broadband firewall. The current balance in the technology fund does not yet reflect broadband expenses, but the funds are budgeted. The broadband firewall purchase is expected to occur later this summer and will tap the technology fund at that time.

BOARD OF TRUSTEES ELECTION OF OFFICERS: Director McKinney briefly discussed governance pertaining to the Trustees officers, as prescribed in the Board of Trustees Bylaws. The Board briefly discussed the Bylaws and asked Director McKinney to look into options for revising or updating them. Director McKinney will check with the City Attorney to find out the proper procedure to revise the Bylaws. Library Staff will propose revisions and submit them to the City Attorney for review. Once the City Attorney completes the review, the recommendations will be presented to the Board of Trustees for approval and adoption.

Director McKinney distributed nomination forms for the positions of President and Secretary of the Library Board of Trustees. Nominations were for Mirek Gorny for President, and Mayra Salazar for Secretary. Both Trustees Gorny and Salazar accepted the nominations. **MSC Cameron/Knight to elect Mirek Gorny as Board President and Mayra Salazar as Secretary, vote 4/0.**

Director of Library and Community Services: Director McKinney reported that the City Council approved the FY 2015-16 Library general fund budget and provided copies to the Trustees. All Department

budgets in the City were increased because of greater expenses in the areas of salaries/benefits, utilities and insurance costs. These are generally seen as costs that are difficult to control but they must be accommodated. Director McKinney said that some of the personnel changes in the budget reflect planned staffing changes to meet service requirements at different levels and in different divisions in the Library. The Library has experienced unprecedented staff turnover due to several long-service staff members retiring. Deputy Smith reviewed specific changes in the Maintenance of Equipment section of our general fund budget. Staff is doing a very good job of managing spending and controlling costs.

The City Council will review the Capital Improvement Project (CIP) requests for funds next week. The Library is requesting funds for a Radio Frequency Identification (RFID) system for inventory and security control as well as a new self-check system. The Library CIP proposal also includes an Automated Materials Handling (AMH) system which will follow once RFID is in place. At this time, it appears that these projects will be approved. The Trustees asked specific questions about other projects previously approved. Trustee Knight asked about the Library Expansion project. In August, Director McKinney will seek City Council direction related to the use of existing capital funds to pursue next steps to poll the public interest and conduct strategic planning. The Library Expansion Project is a capital project and the available funds rolls over from year to year.

Deputy Smith: Summer Reading Programs start June 16, 2015 and run through the end of July 2015. One of several Summer Reading Programs geared specially for adult interests is called "Gold Hill" and is sponsored by the Pioneer Room Friends. The Literacy Learner Recognition Celebration will take place on June 25, 2015. Trustees have been invited to attend. Former Board member Stan Levy will be the keynote speaker.

Adjourned: 3:14 p.m.

Respectfully submitted

Mayra Salazar, Board Secretary

Janet L. Rulien, Minutes Recorder



LIBRARY BOARD OF TRUSTEES

Agenda Item No. 2
Date: August 6, 2015

TO: Library Board of Trustees
FROM: Loretta McKinney, Director of Library and Community Services
SUBJECT: Review and Adoption of Revised Library Board of Trustees Bylaws

Recommendation:

Review and adopt the revised Library Board of Trustees Bylaws

Background:

The *Library Board of Trustees Bylaws* provides the framework for the Trustees governance and operation. The *Bylaws* attribute the California State Education Code and the City of Escondido's policies as the guiding authority for the Trustees' operation.

Library Administration has reviewed and revised the Bylaws to reflect recent changes in the City's organization structure. The newly revised document was reviewed by the City Attorney to ensure that revisions presented in the document are appropriate.



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 Director of Library and Community Services 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, including subcommittees, task force, ad hoc committee, etc., 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 absence of the President.

LIBRARY BOARD OF TRUSTEES BYLAWS

Section 4.6 Agenda:

The agenda for Board meetings is set by the Director of Library and Community Services 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 Director of Library and Community Services. The Director of Library and Community Services 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 Clerk 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 Purchases Made on Behalf of the Board:

The Library Board of Trustees may purchase necessary books, journals, publications, and other personal property, which provides information or assistance to execute the functions of their positions as Library Trustees, using Library Trust funds, with approval of a majority of the Board. When not in use, these materials will remain accessible to the Trustees in the Library Board Room.

Section 5.3 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.

LIBRARY BOARD OF TRUSTEES BYLAWS

Section 5.4 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.

Section 5.5 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 5.6 Annual Report:

The Library Board of Trustees with the assistance of the Director of Library and Community Services 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 Director of Library and Community Services, 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 held in the City's Capital Improvement Program fund until allocated into the Library's Capital Improvement Program budget by City Council action. The expenditure of the allocated funds will be determined by the Director of Library and Community Services, with the Board of Trustees' approval 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.

ARTICLE VII. GOVERNANCE OF THE LIBRARY

Section 7.1 Library Free to Inhabitants and Taxpayers:

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

LIBRARY BOARD OF TRUSTEES BYLAWS

person who violates any rule, regulations, or Bylaw may be fined or excluded from the privileges of the library.

Section 7.2 Contracting with Other 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 Escondido 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 Escondido Public 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.

Section 7.4 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 Escondido Public Library and any or all of its branches/extensions (when appropriate) under its management, and all property belonging thereto.

ARTICLE VIII. AMENDMENTS TO THE BYLAWS

Section 8.1 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; revised August 6, 2015.

Mayra Salazar, Secretary
Library Board of Trustees



LIBRARY BOARD OF TRUSTEES

Agenda Item No. 3
Date: August 6, 2015

TO: Library Board of Trustees
FROM: Loretta McKinney, Director of Library and Community Services
SUBJECT: Update on the Library Expansion Project

Recommendation:

Receive information on the Library Expansion Project

Background:

Loretta McKinney, Director of Library and Community Services, will present an update on the Library Expansion Project at the City Council meeting on Wednesday, August 12, 2015. Information presented will provide the status of funding, efforts taken on behalf of the Library's expansion project, and request approval to use existing Capital Improvement Program funds to hire two consultants to determine the feasibility of financing the library expansion.